



Exhibitor Appointed Contractor Guidelines

Exhibitors may utilize the services of non-official contractors to supervise, install and dismantle their exhibit if the following conditions are met:

- The exhibitor must notify (in writing) Shepard of their intention to employ a non-official contractor and submit a certificate of insurance by February 16, 2012, using the Exhibitor Appointed Contractor notification form found by clicking the link for Shepard Information.
- In the event that notification is not received by February 16, 2012, or if the information contained there in is incomplete or inaccurate, the non-official contractor will not be allowed in the exhibit hall except to supervise the work in question. The labor for work required will be supplied by Shepard.
- The exhibitor is wholly responsible for the non-official contractor and all of the employees who will be working on their booth. If the non-official contractor is empowered to incur expense on behalf of the Exhibitor, a Third Party Billing form located in the Shepard General Information section must be completed, by the Exhibitor, and sent to Shepard. The Exhibitor agrees that they are ultimately responsible for the cost of all services provided in connection with his/her exhibit.
- EAC's must possess either an exhibitor badge or a set-up / tear-down wristband in order to gain access to the exhibit floor during set-up / tear-down. Wristbands are available on-site from security at the hall entrance.
- The non-official contractor agrees to have evidence that it has authorization to place orders from the exhibitor for services.
- The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.
- The non-official contractor may not solicit business on the exhibit floor.
- The non-official contractor must have all business licenses, work permits, and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.



- If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions.
- The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.