



EXHIBITOR APPOINTED CONTRACTORS

EXHIBITOR APPOINTED CONTRACTORS/INDEPENDENT SERVICE CONTRACTORS

An Exhibitor Appointed Contractor (EAC) is any company other than the designated official contractors that provide services such as display installation and dismantling, models, florists, photographers, audio visual firms, etc. and need access to your exhibit any time during installation, exhibition dates or dismantling.

SERVICES PROVIDED REGULATIONS

Exhibitor appointed contractor services will be limited to the erection, dismantle, and preparation of "display" materials only. Labor and/or services for the installation and dismantling of "products" to be displayed by exhibitors must be contracted from the Official Contractor designated by Exhibition Management for that service. Exhibitor appointed contractors must submit a Certificate of Insurance to Exhibition Management no later than 30 days prior to the commencement of installation.

The Official Contractor will handle the use of power washers to clean equipment. The use of power sprayers or spray paint to touch up equipment and tires will only be allowed in designated areas in the marshaling and assembly areas. Exhibitors and their employees can hand wipe, buff or touch up paint (with brushes) their own equipment and display pieces within the exhibitor's assigned exhibit space; exhibitor appointed contractor are not permitted to perform these services.

RULES & REGULATIONS

If the exhibitor wishes to use an EAC, the following rules and regulations must be adhered to by the exhibitor and the EAC. THESE RULES WILL BE STRICTLY ENFORCED. The exhibitor must complete the *Exhibitor Appointed Contractor Form* in the Exhibitor Services Manual. Also, the exhibitor must inform whether this contractor is authorized to order Exhibition services on the exhibitor's behalf.

1. Exhibitors must submit an *Exhibitor Appointed Contractor Form* for all EACs working on their behalf no later than **January 15, 2011**. This form can be found in the Exhibitor Services Manual.
2. In performing work for their clients, the EAC shall cooperate fully with the Official Contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Exhibition Management in any contracts with the Official Contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the Exhibit site.
3. The EAC will not solicit business on the show floor during any of the overall days of the show, including installation, show dates and dismantling.
4. The EAC is responsible for adhering to all rules and regulations requiring badging.
5. If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the exhibition, the EAC will immediately cease such disruption or be removed from the exhibition site. Show Management will have the final decision in such instances.
6. EAC who provide installation and dismantling services will be sent the proper information from the Exhibitor Services Manual upon receipt of request by the authorizing exhibitor.

Show Management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:

1. Certificate of Insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance. The workers' compensation and employers' liability insurance must provide a minimum limit of \$500,000 and meet the requirements established by the State in which the exhibition is being held. Comprehensive general liability coverage must provide at least \$1 million/\$2 million in coverage and shall name Show Management, the Show Sponsors (AEM, NRMCA, NSSGA and AGC), the LVCVA, and the General Contractor (GES) as additional insureds. Automobile liability should include all owned, non-owned and hired vehicles with limits of \$500,000 bodily injury and \$500,000 property damage liability. Exhibition Management must receive the Certificate of Insurance no later than 30 days prior to the commencement of installation.

Certificates can be faxed (+1 414 272-2672) or mailed to CONEXPO-CON/AGG 2011 and/or IFPE 2011, 6737 W. Washington Street, Suite 2400, Milwaukee WI 53220 or sent electronically to exhibits@conexpoconagg.com. If faxing or emailing, DO NOT DUPLICATE by mailing the Certificate of Insurance.

THE LVCVA REQUIRES EXHIBITOR APPOINTED CONTRACTORS AND/OR INDEPENDENT SERVICE CONTRACTORS TO ABIDE BY CERTAIN GUIDELINES AND REGULATIONS AS FOLLOWS:

Any show-appointed and/or exhibitor-appointed company providing a service during conventions, trade shows and events on the property of the Las Vegas Convention Center must comply with the following requirements prior to commencement of work at either facility. PERMITS ARE ISSUED ON AN ANNUAL BASIS.

1. ANNUAL CONTRACTOR FEE.....\$250.00

- The Las Vegas Convention and Visitors Authority requires a two-hundred and fifty dollar annual fee from all Contractors providing a service at the Las Vegas Convention Center.
- Submit this form with an **original signature by an appropriate company designee**
- Include evidence of compliance with the requirements set forth below
- Make check payable to the **Las Vegas Convention and Visitors Authority**
- Return the form available at LVCVA.com with a check for the annual fee to the following address:

Director of Convention Services
Las Vegas Convention and Visitors Authority
3150 Paradise Road
Las Vegas, NV 89109

2. CLARK COUNTY BUSINESS LICENSE-REQUIRED FOR CONTRACTOR WORK AT LAS VEGAS CONVENTION CENTER

- Application should be made at the address set forth below
- There is a **one-time** Application Processing Fee.
- The License fee will vary based on the type of business or service to be provided
- Clark County Department of Business License and City of Las Vegas Business Services will provide a receipt as proof of application
- The License will be mailed directly to the company address of record
- Allow forty-five (45) days for processing an application

Clark County Department of Business License
500 Grand Central Parkway, Third Floor
Las Vegas, NV 89155
(702) 455-0174
www.co.clark.nv.us (Access County Services by Dept)

City of Las Vegas, Dept of Finance & Business Services
400 Stewart Avenue
Las Vegas, NV 89101
(702) 229-6281
www.ci.las-vegas.nv.us

3. CERTIFICATE OF INSURANCE

- **Workers' Compensation Coverage in the State of Nevada**
If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or www.eicn.com

General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additionally insured.