# EXHIBITOR-APPOINTED CONTRACTORS

**Rules & Regulations**

1. Exhibitor-Appointed Contractor form must be submitted no later than 30 days prior to show opening.
2. All non-official contractors must comply with show and facility rules and regulations, and accept appropriate liability for any negligent actions.
3. The non-official contractors shall be prepared to show evidence to the official that it possesses applicable and current contracts.
4. The non-official contractors shall be prepared to show evidence it has authorization from the contractor.
5. The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor. Also, to provide show management with the Exhibitor Appointed Contractor Form (see following page).
6. The exhibitor appointed contractor shall provide a **Certificate of Insurance, naming the National Marine Manufacturers Association as an additional insured with the following limits: Commercial General Liability Coverage including contractual liability coverage of at least $1,000,000 per occurrence and $1,000,000 aggregate**.
7. The non-official contractor will share with the official contractor all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
8. The non-official contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
9. The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the non-official contractor is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
10. Solicitation on the exhibit floor is prohibited.
11. During show hours, only exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Chicago Boat, Sports & RV Show badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.

**For insurance and safety reasons, the official contractor designated in the service kit must be used for services such as:**

| | | | |
|---|---|---|---|
| Electrical | Plumbing | Booth Cleaning | Decorator Labor |
| Telephone | Drayage | Rigging | Millwright Work |

***No exceptions will be made***

**Tips to Exhibitor Appointed Contractors (EACs)**

1. Order services required from Events Expo and the Exhibit Hall in advance. Ordering labor or services onsite which contractors may not be prepared to provide immediately, may delay the set-up of your booth or force your set-up into overtime.
2. Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
3. Please stay out of adjacent booths during set-up.
4. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestions to the aisles.
5. Do not store empty cartons inside of empty crates. Cartons are returned from storage first so exhibitors may begin packing their product.
6. Keep "No Freight Aisles" clear at all times.
7. Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day, or turning in large amounts of freight bills to the service desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.

# Exhibitor-Appointed Contractor Form

PROGRESSIVE CHICAGO BOAT SPORTS & RV SHOW

**DEADLINE DATE: December 19, 2011**

**January 12-16, 2012**

**Return To:**

***Progressive Insurance Chicago Boat, Sports & RV Show***

Attn: Nick Ligammari
231 S. LaSalle Street, Suite 2050
Chicago, IL 60604
(312) 946-6279 FAX (312) 946-0401
E-Mail: ChicagoOperations@nmma.org

_____
Company | Booth Number | Date

_____
Authorized Contact | E-Mail Address

**** By completing this interactive form, the designated Authorized Contact and the exhibitor-appointed contractor agree to comply with the Rules & Regulations regarding Non-Official Contractors outlined on the previous page. This is necessary to help coordinate all activities for move-in and security purposes ****

A Non-Official Contractor is a company other than the official contractors listed in the exhibitor service kit, which provides a service (display and installation, florist, photography, audio-visual, and other related services) and needs access to your booth during the installation and dismantling.

This form will only be accepted if filled out by an authorized representative of the exhibiting company.

Contract/Display House _____

Street Address _____

City, State, Zip _____

Phone with Area Code _____Fax with Area Code_____

Contact Name _____

E-Mail Address_____

Description of Proposed Service for Exhibitor _____

_____

_____

_____

_____

Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association of Exhibitions and Events.

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