



EXHIBITOR APPOINTED CONTRACTOR

Discover Boating - Chicago Boat Show

McCormick Place / January 11 - 15, 2023

Submit this form if the exhibiting company intends to use a third party contractor other than Valley. If the exhibiting company fails to comply with any of the requirements listed below the exhibitor appointed contractor will not be permitted to service your exhibit, and Valley Expo & Displays must be hired for installation and dismantle labor. The exhibitor appointed contractor will be able to provide supervision only.

Exhibitor appointed contractors must use labor supplied by Valley unless the following requirements are fulfilled:

Contractor Requirements

1. The exhibitor must notify National Marine Manufacturers Association and Valley of the intention to utilize an independent contractor no later than 30 days prior to the first day of move in, furnishing the name, address and telephone number of the firm.
2. The exhibitor shall provide evidence that the exhibitor appointed contractor has proper certificates of insurance with at least the minimum as described below, unless National Marine Manufacturers Association requires more.
 - a. Comprehensive General Liability not less than \$ 1,000,000 with respect to injuries to any one person in an occurrence.
 - b. \$ 2,000,000 with respect to injuries to more than one person in any occurrence.
 - c. Workers' Compensation Insurance including employee liability coverage in the minimum amount not less than \$ 1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
 - d. Automobile Liability with a limit of not less than \$ 1,000,000 combined single limit - each accident.
 - e. Umbrella/Excess Liability with a limit of not less than \$ 1,000,000 each occurrence and {\$ 1,000,000} each aggregate.
 - f. **Valley, National Marine Manufacturers Association and the McCormick Place must be named as additional insureds on a primary and non-contributory basis.**
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Valley.
4. For services such as electrical, plumbing, telephone, and cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary due to licensing, insurance, and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The exhibitor appointed contractor:
 - a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor kit, including all union rules and regulations.
 - b. Will share with Valley all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
 - c. Must furnish National Marine Manufacturers Association and Valley Expo with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by National Marine Manufacturers Association.
 - d. Shall be prepared to show evidence that it has a valid authorization from the exhibitor for services. The exhibitor appointed contractor may not solicit business on the exhibit floor.
 - e. 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 building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear.
 - f. Shall provide, if requested, evidence to Valley that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The exhibitor appointed contractor must not commit or allow to be committed by persons in its employment any acts could lead to work stoppages, strikes, or labor problems.
 - g. Must coordinate all of its activities with Valley.
 - h. Must comply with all reasonable rules and regulations of McCormick Place, National Marine Manufacturers Association and Valley in order to create a safe work environment. A failure to do so can result in a delay or termination of EAC's right to continue if the condition cannot be corrected.

Exhibiting Company Name: _____

Booth Number: _____

Exhibitor Appointed Contractor: _____

Contractor Information

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

Contact at Show: _____

Type of Service to be performed: _____