



## **EXHIBITOR APPOINTED CONTRACTORS (EAC) – INSTALLATION AND DISMANTLING**

Exhibitors may utilize the services of a company other than Freeman to perform installation and dismantling at this event. Exhibitors designating an EAC must comply with the following:

- Notification must be made in writing on the exhibiting company's letterhead or by completing the Intent Form. Notification should be sent to both Show Management and Freeman.
- Complete the Exhibitor Appointed Service Contractor form and submit, along with a General Liability Insurance Certificate, to Show Management and Freeman by February 26, 2012.
- The certificate of insurance must confirm full coverage for installation, show, and dismantling days.
- The Certificate of Insurance should indicate proof of insurance with at least the following limits:
  1. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property
  2. Worker's Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage.
  3. Name 1105 Media, Freeman, and the Walter E. Washington Convention Center as additional insured. In addition, such insurance shall include contractual liability and products liability coverage with combined and single limits of liability of not less than \$1,000,000.
- The exhibitor will manage all EAC activities and ensure that the EAC adheres to all policies, schedules, and regulations stated in this Service Manual.
- Workers Compensation and Occupational Disease insurance shall be in full compliance with all federal and state laws, covering all of EAC's employees engaged in the performance of any work for the exhibitor.
- All EACs must be approved and bonded to work in the Walter E. Washington Convention Center. EACs that do not meet this qualification will not be permitted on the Exhibit Floor.
- The EAC may not operate a service desk of any kind on the Exhibit Floor.
- All property of the EAC is understood to remain under its custody and control in transit to and from the confines of the exhibit hall and during the show.
- The EAC must comply with the local, labor agreements and practices and must not commit any acts that could lead to work stoppages, strikes or labor problems.
- The EAC must furnish Show Management with the name of the on-site supervisor(s). The on-site supervisor will be responsible for ensuring that labor has the proper work passes at all times while working in the Exhibit Hall.
- The EAC may NOT solicit business in the Exhibit Hall and must confine their work to the exhibit area of their client(s).
- The EAC is required to demonstrate professional tradeshow behavior.
- The EAC must daily obtain temporary work passes at the Hall Entrance to gain access to the Exhibit Hall.



## Exhibitor Appointed Contractor Form

This form must be submitted by February 26, 2012 if you plan on using any contractor for installation and dismantling of your booth or booth equipment other than the official service contractor, Freeman. You do not need to complete this form if you are installing your booth with your company personnel.

Note: You are responsible for forwarding the GOV SEC Guidelines/Display Rules and Regulations to your contractor to ensure that they are aware of all expo rules, deadlines, etc. A certificate of insurance (see section 2.13 for details) for the Exhibitor Appointed Contractor must be provided listing GOV SEC as additional insured.

Name of Installation and Dismantling Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

On Site Contact (if different): \_\_\_\_\_

Cell Phone Number of On Site Contact (will only be used in emergency): \_\_\_\_\_

By signing this form, you are indicating your responsibility for the appointed contractor to adhere to all rules, regulations, and policies of GOV SEC and the Walter E. Washington Convention Center.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Title: \_\_\_\_\_

Certificates of Insurance Must Be Filed For all Outside Contractors By January 9.

Complete and Return this Form By February 26, 2011 via fax to:

**Attn: Mary Birnie**  
**Fax: (703) 876-5059**