

## DEFINITION

An Exhibitor Appointed Contractor (EAC) is any company other than one of the designated official contractors which an exhibitor wants to employ inside the exhibit hall before, during (by special pass and/or wristband), or after the show (Union Rules and Regulations apply). All booth labor must be properly hired Union Labor. Day labor and temporary labor are not allowed. No permission to use an Exhibitor Appointed Contractor will be given for the performance of the following services:

- Electrical, Plumbing & All Other Utilities
- Drayage / Forklift Operations
- Booth Cleaning and vacuuming
- **NO OUTSIDE SECURITY OF ANY KIND.**
- Telephone / Communications
- Rigging - Overhead or Genie Lift
- Catering / Food Service

## HOW TO GET AUTHORIZATION TO USE AN EXHIBITOR APPOINTED CONTRACTOR (KEYSTONE COMIC CON 2018)

The four principal steps to get authorization to use an Exhibitor Appointed Contractor are:

1. EXHIBITOR **must submit the online EAC** form provided to Show Management, by the deadline date of **August 12, 2018**  
No approvals will be granted for requests received after the deadline.
2. Show Management will send the EAC Agreement, sample certificate of insurance, EAC Code of Conduct, invoice and or the Schedule A to the specified EAC.
3. The EAC will be required to return to Show Management the executed **EAC Agreement, EAC Code of Conduct and EAC Memorandum** along with the proper EAC fees and insurance documents by the deadline date of **August 27, 2018**
4. The EAC **MUST BE** in good standing with Show Management before the approval process begins.

If you have any questions regarding this procedure, please call our special EAC hotline at **(203) 840-5890** or email to **eac@reedexpo.com**

## THIRD PARTY INVOICE BILLING RULES, REGULATIONS AND PRODEDURES

**IN ORDER TO ASSIST THE EXHIBITOR IN VERIFYING THE ACCURACY OF THEIR EXPENSES, A COPY OF THE ORIGINAL INVOICE, IS REQUIRED BY SHOW MANAGEMENT, TO BE SENT TO THE EXHIBITOR OF RECORD FOLLOWING THE CLOSE OF THE SHOW.**

## WE WILL NOT ACCEPT

- Letters, telephone calls or submissions in any other form.
- Submissions in any form directly from 3<sup>rd</sup> party vendors/contractors.

## WRISTBAND REQUIREMENTS FOR EXHIBITOR APPOINTED CONTRACTORS

1. Each individual affiliated with the EAC must wear a correct wristband, prepared and distributed by Show Management. The EAC wristband must be worn all times during move-in and move-out.
2. The process for EAC wristbands will be sent directly to the EAC by Show Management with instructions on how to pick up wristbands onsite with a copy of a valid ID (driver's license, passport, etc.).
3. EAC personnel who require access during show hours must request a show day wristband a minimum of one day prior to the opening of the show. Proper attire must be worn at all times.
4. EAC wristbands are NOT transferable and must be worn at all times on the wrist. Floor managers will spot check all EAC for adherence to this policy and lost EAC wristbands need to be reported to Show Management immediately. Violation of this policy will result in the termination of the EAC agreement with Show Management and all fees paid by EAC will be forfeited accordingly.
5. EAC must refrain from the use of and access to all public areas and are strictly confined to exhibit floor access during move-in and move-out.



Each year, more and more trade show related services are being performed by Exhibitor Appointed Contractors (EAC). We recognize that each exhibitor selects those vendors that they believe will best serve their needs before, during, and after the show. If an exhibitor chooses to employ an EAC we are happy to have them on the show floor, as long as they conform to the rules and regulations of the show and they must also be wearing proper picture ID. **All booth labor must be properly hired Union Labor. Day labor and temporary labor are not allowed.**

However, along with the growing number of EAC on the show floor, have come numerous added expenses - legal costs resulting from an increase in liability claims, hall damage, excess cleaning charges, and extra administration costs for wristbands, contracting, insurance tracking, etc.

Rather than pass on these added costs to all exhibitors, including those who do not use EAC, we have implemented a formal fee system for Exhibitor Appointed Contractors. Each EAC hired by an exhibiting company must sign an agreement and will be assessed a fee. The fee structure consists of two components and applies to all contractors regardless of the service they provide (labor or supervising).

The first component of the fee is a fixed cost of **\$145.00** per EAC regardless of the number of booths being serviced. The second component is a minimal fee which will be assessed to each EAC per square foot for **each booth that the EAC has been hired as the install and dismantle labor. IN THE EVENT THE EAC OF RECORD FOR THE BOOTH, HIRES NON-OFFICIAL SUB-EAC A FEE OF \$145.00 PER NON-OFFICIAL SUB-EAC WILL APPLY. FUTUREMORE, THE SUB-EAC MUST BE IDENTIFIED TO SHOW MANAGEMENT BY THE EAC OF RECORD AND FOLLOW ALL RULES AND REGULATIONS OUTLINED IN THE EXHIBITOR MANUAL.**

**KEYSTONE COMIC CON 2018**, this rate is .12¢ per square foot of exhibit space.

EAC PROGRAM FEE STRUCTURE			
Component #1 - \$145.00 per EAC			
Component #2 - see table below for sample fees (Sample fees based on 12¢ per gross sq. ft.)			
Booth Size (total sq. ft.)	Fee	Booth Size (total sq. ft.)	Fee
100	\$ 12.00	600	\$ 72.00
200	\$ 24.00	700	\$ 84.00
300	\$ 36.00	800	\$ 96.00
400	\$ 48.00	900	\$108.00
500	\$ 60.00	1000	\$120.00

NOTE: The above table shows examples of the fee for some common booth sizes. If your booth size is not listed, you can determine the fee your EAC will be charged by multiplying the total number of square feet by .12 **+ Component #1.**

**We can not accept requests from the 3<sup>rd</sup> party vendor only from the exhibitor.**

**PURPOSE**

The purpose of this form is to petition Show Management for approval to use an Exhibitor Appointed Contractor. An Exhibitor Appointed Contractor is defined as any company, other than one of the Official Contractors that an exhibitor wants to use inside the exhibit hall, before, during or after the show. Your submission of the online form is a request for approval of an Exhibitor Appointed Contractor by Show management, and a statement of your commitment to purchase services, as outlined, from said contractor, subject to Show Management’s approval of the contractor.

Online requests to use an Exhibitor Appointed Contractor must be received **at least thirty days prior to the first day of move-in. Properly completed documentation, i.e., signed EAC Agreement, EAC Memorandum, EAC Code of Conduct and insurance certificates must be submitted by August 27, 2018 Payment of EAC fees are due upon receipt of invoice.**

If you have any questions regarding this procedure, please call our special EAC hotline at (203) 840-5890 or email to [eac@reedexpo.com](mailto:eac@reedexpo.com)



### **CONTRACTOR MUST PROVIDE CERTIFICATE OF INSURANCE**

The Exhibitor Appointed Contractor must provide Certificate of Insurance confirming that the EAC has in full force and effect, Worker's Compensation insurance, comprehensive general liability insurance, and automobile liability insurance which meet the following minimum standards:

- Worker's Compensation insurance, providing and meeting the requirements established by the State of Nevada must have authorization to do business in the State of Nevada.
- Comprehensive general liability Insurance, providing at least \$1,000,000 in coverage and naming: **The Freeman Companies, Pennsylvania Convention Center Authority, City of Philadelphia, Philadelphia Convention and Visitors Bureau, Commonwealth of Pennsylvania, SMG and its parents, subsidiaries and affiliates), Reed Exhibitions a division of RELX Inc., and their officers, directors, employees, agents, assigns and affiliates as additional insured.**
- Automobile liability insurance, which includes all owned, non-owned and hired vehicles with minimum limits of \$500,000 bodily Injury and \$500,000 property damage liability.

### **RULES AND REGULATIONS GOVERNING EXHIBITOR APPOINTED CONTRACTORS**

**1. IN ORDER TO ASSIST THE EXHIBITOR IN VERIFYING THE ACCURACY OF THEIR EXPENSES, A COPY OF THE ORIGINAL INVOICE, IS REQUIRED BY SHOW MANAGEMENT, TO BE SENT TO THE EXHIBITOR OF RECORD FOLLOWING THE CLOSE OF THE SHOW. BY ALL VENDORS.**

2. The Exhibitor Appointed Contractor will not solicit business on the show floor at any time, including installation, during the show, and dismantling.

3. The Exhibitor Appointed Contractor will share responsibility, with the Official Contractor, all reasonable costs incurred in connection with his operation, including overtime pay for stewards, security if necessary, restoration of the exhibit hall to its initial condition, custom marking of the floor, etc.

4. The Exhibitor Appointed Contractor will cooperate fully with the Official Contractors and will comply with existing labor regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the Official Contractors. Proper ID must be worn at all times. **EAC groups** from outside the United States are not allowed to perform labor. They are only allowed to supervise properly hired Union Labor.

5. The Exhibitor Appointed Contractor will not establish service desks of any type anywhere inside the exhibit hall. The EAC will utilize space as designated by Show Management, outside the exhibit hall.

6. Cameras or photography are prohibited on the exhibit floor without permission from Reed Exhibitions. With the approval of Reed Exhibitions, the EAC may photograph only the booth(s) with which they have contractual arrangements.

7. While aisle carpeting is being installed, jockey boxes, ladders and the EAC equipment must be removed completely from the show floor, or be placed inside the booth being installed (if removal will not disrupt or damage the carpet after it is installed), or be placed in the EAC storage area.

8. Use of electric scooters by EAC is prohibited at all times.

9. EAC are not allowed on the show floor during open days of the show without a special EAC show day pass or wristband. EAC must be dressed in suitable attire at all times.

10. EAC are not authorized to have Exhibitor Badges.

11. The Exhibitor Appointed Contractor will refrain from placing an undue burden on the Official Contractors, especially by not interfering in any way with the Official Contractors' work. All outside parties must be registered and approved by Show Management to be an EAC on this event. They must also provide proof on insurance. All booth labor must be properly hired Union Labor. Day labor and temporary labor are not allowed.

12. All booth labor must be properly hired Union Labor. Day labor and temporary labor are not allowed.

13. **Union Rules and Regulations apply please see Freeman Services tab for greater detail.**

### **SHOW MANAGEMENT'S DISCRETIONARY RIGHTS**

Show Management reserves the right, in its sole discretion, to withhold approval or to dismiss from the show, any service contractor whose participation in the show may, in the opinion of show management, lead to strikes, picketing, other labor action directed at the show, other disruption of the show, or interference with any of the exhibitors

### **Reed Exhibitions EAC Code of Conduct**

## KEYSTONE COMIC CON Event 2018

For **(EAC) Exhibitor Appointed Contractors**, Third Party Groups, Display Houses, **EAC Supervisors** and **EAC Labor**.

### DEFINITION of an EAC

An Exhibitor Designated Contractor (**EAC**) is any company other than one of the designated official contractors which an exhibitor wants to employ inside the exhibit hall before, during (by special pass and/or wristband), or after the show (Union Rules and Regulations apply and foreign EAC groups will not be approved to perform EAC labor). This includes all EAC labor groups, supervisors, booth designers/representatives and display houses. All booth labor must be properly hired Union Labor. Day labor and temporary labor are not allowed.

No permission to use an Exhibitor Designated Contractor will be given for the performance of the following services:

- Electrical, Plumbing & All Other Utilities
- Telephone / Communications
- Drayage / Forklift Operations
- Rigging - Overhead or Genie Lift (Hydraulic or Manual)
- Booth Cleaning or to Vacuum
- Catering / Food Service
- **Security – official security vendor only.**

### EAC CODE to FOLLOW

1. **EAC** who fails to have their booth set and crates removed by the published time will be billed by Show Management a fee for late set up.
2. **EAC** will check in and check out their labor through the designated entrance for each hall.
3. **EAC** will adhere to all target times and load their freight accordingly if servicing more than one customer on the floor.
4. **EAC** will not use saws, routers, or other wood and/or metal cutting devices outside of the confines of the exhibit space.
5. No **EAC** carts (three wheeled or flatbed) allowed on the floor due to safety and congestion.
6. All deliveries from EAC must come through the freight doors and not through the front doors whether it is tools, ladders, tool boxes, graphics, freight, etc.
7. All ladders, desks and job boxes must be removed prior to show opening unless storage is available and approved by Show Management or the official General Services Contractor.
8. **EAC** must register with the Show Manager per the instructions in the Exhibitor Manual all EAC forms need to be submitted properly. This includes all EAC labor groups, supervisors, booth designers/representatives and display houses. EAC groups from outside the U.S. cannot perform labor and will only be allowed to supervise, properly hired Union Labor
9. **EAC** are not allowed to solicit business on the show floor from any exhibitors at any time.
10. **EAC** shall operate within the confines of the exhibit booth space – for such items as service desks and or assembly areas.
11. **EAC** shall inform exhibitors of all costs associated with the use of the EAC.
12. **EAC** will not be allowed to perform exclusive services as outlined in the exhibitor manual (Union Rules and Regulations apply - foreign EAC Groups are not approved for EAC labor). All booth labor must be properly hired Union Labor. Day labor and temporary labor are not allowed.
13. **EAC** must follow the rules and regulations of the venue, and safety guidelines in addition to those of Show Management.
14. All materials brought into the exhibit area by the exhibitor or **EAC** must be removed completely after the event.
15. All photo IDs must be worn properly and visible at all times.
16. If Show Management wristbands have been issued, they must be worn at all times properly and correctly. EAC groups cannot wear exhibitor badges.

Thank you for your cooperation.