



# Use of Exhibitor Appointed Contractor Notice and Agreement

April 2 - 4, 2023 | Boston Convention & Exhibition Center | Boston, MA

## Notification of Intent to Use an EAC Deadline to Submit: March 3, 2023

Exhibiting Company Name \_\_\_\_\_ Booth #: \_\_\_\_\_

Booth Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**If your company plans to use a firm who is not an official service contractor as designated by show management, please complete this form and email this form to: [Penny.Everett@ExpoDevCo.com](mailto:Penny.Everett@ExpoDevCo.com)**

Exhibitor Appointed Contractor/Display House: \_\_\_\_\_

EAC Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

EAC Contact E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

Type of service to be performed: \_\_\_\_\_

### **Exhibitors are responsible for informing contractors of the following requirements and ensuring their compliance.**

- 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)
- Exhibitor appointed contractors must agree to abide by all rules and regulations of the show and agree to abide by all union rules and regulations. (Please see page 2 for Rules & Regulations)
- Forklifts other than those used by Freeman are not allowed on the show floor.
- The exhibitor will be liable for any expense or damage caused by, or as a result of, its appointed contractors.
- Exhibitors may not order badges for their contractors.
- Exhibitor appointed contractors are not allowed to set-up service desks on the show floor or in any booth.
- Provide a Certificate of Insurance with at least the following limits:
  - Comprehensive General Liability not less than \$2,000,000 with respect to injuries to any one person in an occurrence.
  - \$2,000,000 with respect to injuries to more than one person in any occurrence.
  - Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$2,000,000 of individual and/or aggregate coverage and/or statutory limitation.
  - Provide an original Certificate of Insurance indicating coverage limits for General Liability and Excess/Umbrella Liability. Certificate Holder: Exposition Development Company, Inc.; Additional Insured: Freeman (the General Contractor), Massachusetts Restaurant Association, and The Boston Convention & Exhibition Center

**I have read, understand, and agree to the terms and guidelines regarding Exhibitor Appointed Contractors for this event.**

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

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



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**We hereby agree to abide by all the New England Food Show Terms and Conditions and those outlined below for Exhibitor Appointed Contractors who are contracted for the performance of any services within Boston Convention and Exhibition Center for an exhibitor and upon approval from Show Management agree:**

A) That Show Management has the right and obligation to establish and enforce equitable rules and regulations for the exposition for the mutual benefit of all exhibitors and visitors to the exposition.

B) That Exhibitor Appointed Contractors should abide by the rules and regulations of the Exhibition.

C) That Exhibitor Appointed Contractors should have a true and valid order for service from an exhibitor and that the exhibitor should have filed with Show Management, in accordance with the show rules, all forms to permit the Exhibitor Appointed Contractors to work at the Exposition and shall not engage in solicitation of current or future business on the Exposition floor.

D) The Exhibitor Appointed Contractor to be used by the exhibitor must provide a certificate of insurance to Show Management with at least the following limits:

1. Comprehensive General Liability not less than \$2,000,000 with respect to injuries to any one person in an occurrence.
2. \$2,000,000 with respect to injuries to more than one person in any occurrence.
3. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$2,000,000 of individual and/or aggregate coverage and/or statutory limitation.

4. Provide an original Certificate of Insurance indicating coverage limits for General Liability and Excess/Umbrella Liability. Certificate Holder: Exposition Development Company, Inc., Additional Insured: Freeman (the General Contractor), Massachusetts Restaurant Association, and The Boston Convention & Exhibition Center.

Any exhibitor who has identified an exhibitor appointed contractor "EAC" must insure that the EAC has a current Certificate of Insurance on file with Show Management, evidencing the correct coverage, by March 3, 2023, or the EAC will not be able to have access to the facility to perform any work.

E) That Exhibitor Appointed Contractors should cooperate fully with the Exposition Official Contractors and assist official contractors in the efficient utilization of labor, equipment, space and time, and shall complete his installation prior to 4:30pm, Saturday, April 1, 2023, to include removal of empties, and dismantle and pack prior to 12:00 noon, Wednesday, April 5, 2023.

F) That Exhibitor Appointed Contractors should not violate existing labor regulations or contracts and should list completely and as timely as possible, the names of supervisors working in the Exposition to Show Management so that access credentials can be issued, and in fulfilling his obligations, the independent contractor shall adhere to the regulations set up by Boston Convention & Exhibition Center and Show Management regarding entrance.

G) That Exhibitor Appointed Contractors should pay all reasonable fees, if any, established in advance and in writing by Show Management for overhead expenses, restoration of space and Show Management support services.

H) In addition, the Exhibitor Appointed Contractor shall share with the official contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

I) To cooperate fully with the official contractor and assist him in fulfilling his responsibilities, especially by refraining from placing an undue burden on the service contractor by interfering with the efficient utilization of labor by the official contractor.



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- J) To be given the right to provide service requested of him by an exhibitor in the set-up and dismantling of exhibits on the show floor, and he shall have the right to utilize qualified employees who shall be listed by name in advance.
- K) The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Freeman.
- L) The Exhibitor Appointed Contractor 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.
- M) That Show Management is the ultimate arbiter and enforcer of exposition rules. To have all exhibits for which they are responsible dismantled and ready for shipping by the deadline set forth by Show Management.
- N) That Exhibitor Appointed Contractors should generally be authorized to work provided the following: (1) Proper work forms have been filed by the exhibitor with Show Management in accordance with exhibit rules; and (2) That nominated contractor meets requirements of the exhibit regulations and rules.
- O) That Exhibitor Appointed Contractors should furnish Show Management with names, addresses and telephone numbers of supervisors for emergency contact and should designate a contact in the same city as the Exposition to handle emergency situations during the period of the Exposition.
- P) All property of the Exhibitor Appointed Contractor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither the Exposition Development Company, Inc. its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. It is recommended the Exhibitor Appointed Contractor obtain adequate insurance coverage, at their expense, for property loss or damage and liability for personal injury.