

**POLICY REGARDING OFFICIAL SERVICE CONTRACTORS AND REGULATIONS  
FOR EXHIBITOR-APPOINTED INDEPENDENT CONTRACTORS TO INSTALL  
AND DISMANTLE DISPLAYS**

Show Management, acting on behalf of all Exhibitors and in the best interest of EDmarket and EDspaces, has appointed an Official Service Contractor to perform and provide necessary services and equipment.

The Official Service Contractor is appointed to:

- a. Insure the orderly and efficient installation and removal of the overall Tradeshow,
- b. Assure the distribution of labor to all Exhibitors according to the need,
- c. Provide sufficient labor to satisfy the requirements of Exhibitors, and for the Tradeshow itself,
- d. See that the proper type and limits of insurance are in force, and
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractor will provide all usual Tradeshow services, including labor. Exceptions are:

- a. Supervision may be provided by the Exhibitor,
- b. The Exhibitor may appoint an outside independent contractor for installation and dismantle only of the Exhibitor's display.

Exhibitors may employ the service of independent contractors to only install and dismantle their displays, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor, in writing, must notify EDmarket's Exhibit Services Department of their intention to utilize an independent contractor no later than 21 days prior to the first move-in day, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.
2. Only the Exhibitor-named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor-named independent contractor will not be authorized admittance on the show floor unless those employees are named and badged as specified in the following article.
3. The independent contractor must have all on-site employees wear, at all times, identification badges supplied by the independent contractor containing the independent contractor name, employee name and Exhibitor Company name, plus wear a second EDspaces badge, if required.
4. The independent contractor must have all business licenses, permits and Workman's Compensation insurance required by the State and City governments and Kansas City Convention Center Management prior to commencing work and shall provide EDmarket with evidence of compliance.
5. The independent contractor must carry a minimum of \$1,000,000 in Public Liability Insurance and shall provide EDmarket with an original certificate of insurance showing the coverages and amounts, and naming EDmarket, EDspaces and the Kansas City Convention Center as co-insured.
6. The independent contractor must follow the scheduled work time or pay any additional costs incurred because of extended work hours.

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7. The independent contractor may not solicit business on the exhibit floor.
8. The independent contractors must confine their operations to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public space are not part of the Exhibitor's booth space.
9. The independent contractor must comply with all labor agreements and practices and must not commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exhibit floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor. The independent contractors must coordinate all of their activities with EDmarket's Exhibit Services Department.
11. For services such as electrical, plumbing, telephone, floral, booth cleaning, and drayage, no contractor or supplier other than the Official Service Contractor/Suppliers will be approved. This regulation is necessary because of 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.

PLEASE NOTE: NO INDEPENDENT CONTRACTOR WILL BE ALLOWED ON THE EXHIBIT FLOOR AT ANY TIME WITHOUT A CERTIFICATE OF INSURANCE ON FILE WITH EDMARKET. THERE ARE NO EXCEPTIONS.

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## EXHIBITOR AUTHORIZATION FORM FOR INDEPENDENT SERVICE CONTRACTORS (EAC)

If an Exhibitor plans to use a firm for exhibit installation and/or dismantle other than the Official Labor Service Supplier, then the EXHIBITOR ONLY must complete and send this form to EDmarket no later than October 2. *The Independent Contractor must send to EDmarket by the above date an original certificate of insurance with additional insurers to include: EDmarket, EDspaces and the Kansas City Convention Center. If this form and certificate of insurance are not received by the date above, the Independent Contractor will not be permitted access to the exhibit floor.*

In no event may Exhibitors use any service supplier on the exhibit floor other than the Official for Freight Handling, Floral, Electrical or Cleaning (vacuuming and shampooing of any carpet or floor covering).

**Return documentation to:** Joe Tucker, CEM, CMP,  
Vice President, Meetings & Events, EDmarket  
8380 Colesville Rd., Ste. 250, Silver Spring, MD 20910  
Telephone (800) 395-5550, option 5; Fax (301) 495-7386  
[exhibits@ed-spaces.com](mailto:exhibits@ed-spaces.com)

EXHIBITING COMPANY TO COMPLETE:

### Exhibiting Company Information:

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Exhibitor Contact (please print) \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

*EDmarket will only accept this form if it is signed by the Key Contact (THE EXHIBITOR).*

### Independent Service Contractor/Display House Information:

Company Name \_\_\_\_\_  
Type of Work to be Performed \_\_\_\_\_  
Contractor Contact \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # ( ) \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

All Independent Service Contractors must wear the EDmarket-designated identification badge/band during installation and dismantle which will be available on-site. For those personnel servicing booths during the show, an exhibitor badge must be worn. The person(s) needing access during show hours must be registered.

### NOTE:

- (1) ALL OF THE ABOVE INFORMATION MUST BE FILLED IN COMPLETELY IN ORDER TO BE ACCEPTED BY EDmarket.
- (2) THE INDEPENDENT CONTRACTOR MUST SEND AN ORIGINAL CERTIFICATE OF INSURANCE TO EDmarket by October 2, 2017.