

CONTRACTOR INFORMATION **A-7**

SGIA '06 - Las Vegas

Las Vegas Convention Center

Las Vegas, NV

September 26-29, 2006

Event Code: 01721006

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

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Deadline: 8/27/06

Official Show Contractors

Official Show Contractors are appointed by Show Management, on behalf of all exhibitors, to provide necessary equipment and perform required services to promote the safe, orderly and expeditious production of the event.

The Official Show Contractors are charged with the efficient distribution of equipment, labor and services to exhibitors and show management, the application of local union and exhibit hall regulations and requirements, and to ensure that the proper types and limits of insurance are in force.

These contractors are the sole providers allowed for the usual trade show services including, but not limited to: material handling, furniture rental, forklift rigging, hanging of signs, cleaning, supervision, installation and dismantling of exhibits.

Exceptions include:

- The exhibitors may elect to supervise the installation and dismantling of their properties and ordered services in facilities not controlled by union labor (right to work states).
- The exhibitor may elect to appoint an I&D contractor or exhibit builder to supervise, install and dismantle exhibit properties within their booth space.

Exhibitor Appointed Contractors

Exhibitors may utilize the services of non-official contractors to supervise, install and dismantle their exhibit if the following conditions are met:

- The Exhibitor must notify Shepard Exposition Services of their intention to employ a non-official contractor, no later than 30 days prior to the first published move-in day, using the Exhibitor Appointed Contractor Form from the exhibitor manual.
- In the event that this notification is not received by the deadline date, or if the information contained therein is incomplete or inaccurate, the non-official contractor will not be allowed in the exhibit hall except to supervise the work in question. The labor, for the work required, will be supplied by the Official Contractor.
- The non-official contractor must, by the deadline date above, provide Shepard Exposition Service, Inc. with a current certificate of insurance containing minimum limits of liability of \$500,000 for property damage per occurrence, \$1,000,000 for personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, naming Show Management and Shepard Exposition Services, Inc. as additionally insured for the time period in question.
- If the non-official contractor is empowered to incur expense on behalf of the Exhibitor, a Third Party Billing form from the exhibitor manual must be completed, by the Exhibitor, and sent to Shepard Exposition Services. The Exhibitor agrees that he is ultimately responsible for the cost of all services provided, in connection with his exhibit.
- The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.
- The non-official 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 facility. Show aisles and public areas are not part of the Exhibitor's booth space.
- The non-official contractor may not solicit business on the exhibit floor.
- The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.
- If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.
- Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.