

## **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). No permission to use an Exhibitor Appointed 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
- Booth Cleaning and vacuuming
- Catering / Food Service
- **NO OUTSIDE SECURITY OF ANY KIND.**

## **HOW TO GET AUTHORIZATION TO USE AN EXHIBITOR APPOINTED CONTRACTOR**

Fastener Fair 2021 All booth set up and tear down labor must be properly hired Union Labor.

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 **October 8, 2021**  
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 insurance documents by the deadline date of **October 8, 2021**
4. The EAC **MUST BE** in good standing with Show Management before the approval process begins.

## **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 always worn.
4. EAC wristbands are NOT transferable and must be always worn 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.



## **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. All booth labor must be properly hired Union Labor.

Online requests to use an Exhibitor Appointed Contractor must be received **at least thirty days prior to the first day of move-October 8, 2021.** *Properly completed documentation, i.e., signed EAC Agreement, EAC Memorandum, EAC Code of Conduct and insurance certificates must be **submitted by October 8, 2021.***

If you have any questions regarding this procedure, please call **(203) 840-5899** or email [eac@reedexpo.com](mailto:eac@reedexpo.com).