

# EXHIBITOR APPOINTED CONTRACTOR (EAC) APPLICATION

Due: Friday, September 27, 2024  
Contact: Jim Winslow  
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The following persons or organizations have been contracted by the exhibiting company to perform services at AAPEX 2024. It is understood that by completing this form, they agree to abide by all Event rules and regulations that have been set forth, it is also understood that all outside contractors will:

1. Abide by the same rules and regulations as an exhibitor, pertaining the exhibit rules.
2. Have all exhibits, for which they are responsible, dismantled and ready for shipping by the deadline set forth by Event Management.
3. Secure from the official contractors all services required other than setup and dismantling.
4. Secure from the official contractors any additional labor needed over and above those normally considered regular employees.
5. Have a fully executed signed contract with an exhibitor to do the exhibit booth construction for set-up and teardown.
6. Have a current certificate of insurance listing the following as additional insured(s) for General Liability over the entire length of the Event: W.T. Glasgow, Inc, Auto Care Association, MEMA Aftermarket Suppliers, The Venetian Expo, Caesars Forum, Interface Group-Nevada and Freeman Company.
7. Inform exhibitors of overtime rates in late set-up areas. Event Management is not responsible for any charges incurred because of late set-up.

**Important Note: Any outside contractor providing labor must provide Event Management with an original Certificate of Insurance prior to the start of the Event. A Sample Certificate of Insurance can be found under the Rules & Regulations/Show Policies section of the Online Exhibitor Guide. Please also refer to the following page for additional information for Rules and Regulations for Other Than Official Service Contractors.**

**THE BELOW INFORMATION WILL BE USED AS ONSITE CONTACT INFORMATION. ANY CHANGES/SUBCONTRACTS MUST BE SENT TO EVENT MANAGEMENT PRIOR TO THE SHOW.**

## EXHIBITING COMPANY INFORMATION:

Exhibiting Company:		Booth #:
Exhibiting Onsite Contact Name:		
Address:		
City:	State:	Zip:
Phone:	Onsite Phone/Cell:	Fax:
Email:		

Services that will be provided by EAC (check one): ☐ Installation/Dismantling ☐ Supervision Only

Exhibitor Appointed Contractor Company: \_\_\_\_\_

Onsite Contact Person: \_\_\_\_\_

Onsite Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**If Supervision Only is checked, please complete the information below:**

Contractor Organization: \_\_\_\_\_

Onsite Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## RULES AND REGULATIONS FOR OTHER THAN OFFICIAL SERVICE CONTRACTORS

Persons or organizations, other than those designated as official contractors for AAPEX 2024, who are proposed for the performance of any services within the Venetian Expo and Caesars Forum for an exhibitor and approved by Event Management will:

1. Be given the right to provide services requested of them by an exhibitor in the set-up and dismantling of exhibits on the exhibit floor and they shall have the right to utilize qualified employees.
2. Not conflict with existing labor regulations or contracts, and in fulfilling their obligations, the independent contractor shall adhere to the regulations set up by hall and Event Management regarding entrance. An Exhibitor Appointed Contractor (EAC) must have a signed contract with the exhibitor to do the exhibit booth construction for set-up and teardown.
3. Possess a public liability and property damage insurance policy for at least \$1,000,000.00, shall be a signatory and conform to current accepted labor contracts.
4. Have a true and valid order for service from an exhibitor in advance of the event move-in date, and shall not solicit business upon the exhibit floor during move-in dates.
5. Provide adequate notice to Event Management of the exhibitors who have retained them and the services to be performed for each, as well as evidence of their conformation with the provisions of paragraphs 3 and 4 above, which Event Management will keep confidential. Event Management will consider this notice from the independent contractor as sufficient evidence of the relationship between them and their client(s). Exhibitors will verify authorization for installation and dismantling upon the request of Event Management.
6. Be responsible for adherence to all rules of ingress and egress in a timely, professional manner, and shall complete their installation prior to 5:00 pm on Monday, November 4, 2024 and will not start dismantling/packing prior to 5:00 pm, Thursday, November 7, 2024.
7. Furnish Event Management with the name(s) of key executives (including contact phone numbers) for emergency contact, prior to starting work.
8. Cooperate fully with the official contractor and assist them in fulfilling their responsibilities, especially be refraining from placing an undue burden on the service decorator by interfering with the efficient utilization of labor by the official contractor.
9. Share with the official contractor all reasonable costs related to their operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

**Display Installation:** All exhibits must be set and in place by **5:00 pm on Monday, November 4, 2024**. The exhibit hall will be closed to all exhibitors, I&D companies and exhibit booth personnel at **5:30 pm on Monday, November 4 2024**, so that we can remove all empty crates and cartons, clean the aisles, lay aisle carpeting, etc. All plastic used to cover the carpeting must be removed by this 5:00 pm deadline.

**Note:** If you have a **Saturday, November 2, 2024 freight move-in**, your freight must be delivered at this time. If you have a **Saturday, November 2, 2024 booth set-up**, you may set-up on **Saturday, Sunday and/or Monday**, but must be set-up by **5:00 pm on Monday, November 4, 2024**. If the exhibit is not set-up by **5:00 pm on Monday, November 4, 2024**, the exhibiting company will be fined **\$1,000.00** and loss of seniority for that year.

**Late Installation:** If installation of any crated exhibit has not been completed by **5:00 pm, Monday, November 4, 2024**, and no arrangements have been made, then Event Management shall order the exhibit be erected and the Exhibitor will be billed for and agrees to pay for all charges incurred. Event Management shall not be liable for damages that may occur during this exhibit set-up. In addition, there will be a **\$1,000.00** fine and loss of seniority for that year.

**Buying or Selling:** All labor/supervisors may not sell or buy products from exhibiting companies during AAPEX move-in, exhibit floor days or move out.