

EXHIBITOR APPOINTED CONTRACTOR (EAC) GUIDELINES

Exhibitors using services other than those provided by Freeman must inform all exhibitor-appointed independent contractors that they must follow the guidelines listed below. You, as the exhibiting company, are responsible for advising show management of the company name, address and contact name of your independent contractor no later than **Jan. 6, 2023**, by submitting the exhibitor appointed contractor authorization form. The following requirements must be satisfied by any service contractor or display house before constructing or setting exhibits, or any other company providing a service on the property of the Orange County Convention Center. A permit will be issued at the time of full compliance with these requirements. The exhibitor is responsible for the actions of their EAC. Full regulations and details can be found in section No. 56 of the 2023 terms and conditions.

1. All independent contractors will be required to submit certificates of insurance for worker's compensation insurance, comprehensive general liability insurance and automobile liability insurance covering the dates of occupancy including move-in/out naming the Orange County Convention Center as additional insured. Comprehensive general liability coverage must provide \$1,000,000 combined single limits, bodily injury and property damage liability. Automobile liability should include all owned, non-owned and hired vehicles with limits of \$1,000,000 combined single limit. Umbrella liability is acceptable to meet above minimum requirements. Return to show management by the **Jan. 6, 2023**, deadline.
2. The independent contractor agrees that it will indemnify and hold harmless GCSAA Conference and Trade Show management and Freeman from any action on account of injury or damage to persons or property caused by an act of omission, negligence or misconduct on the part of the non-official contractor or any of its agents, servants, employees or contractors.
3. The independent contractor shall be given the right to provide services requested of them by an exhibitor in the setup and dismantling of exhibits on the show floor, and they shall have the right to utilize qualified employees who shall be listed by name in advance. Only those employees on the list submitted to show management will be permitted access to the show floor.
4. These services shall not conflict with existing labor regulations or contracts, and in fulfilling their obligations the independent contractors shall adhere to the regulations set up by exhibit hall and show management regarding entrance.
5. The independent contractor shall have a true and valid order for service from an exhibitor in advance of the show move-in date and shall not solicit business upon the show floor or during the move-in or move-out dates.
6. The independent contractor shall not erect a service desk and must restrict corporate identity to the booth areas being serviced. Personnel carriers will not be permitted on the show floor without the approval of show management.
7. The independent contractor will provide adequate notice to show management of the exhibitors who have retained their services and the services to be performed for each.
8. Notice from the independent contractors shall be considered sufficient evidence of the relationship between them and their client. Exhibitor must verify authorization for installation and dismantling by filling out the Exhibitor Appointed Contractor Authorization Form. Wristbands will identify personnel for set up and dismantling and can be picked up on the dock of the Orange County Convention Center.
9. The independent contractors are responsible for adherence to all rules of ingress and egress in a timely, professional manner and shall complete their assigned services within the prescribed time limits.
10. In performing work for their clients, the independent contractors shall cooperate fully with the official contractor and assist them in fulfilling their responsibilities, especially by refraining from placing an undue burden on the service decorator by interfering with the efficient utilization of labor by the official contractor.
11. The exhibitor must verify to Freeman authorization of the independent contractor 30 days prior to first move-in day.
12. EAC MAY NOT solicit business on the show floor. All EAC personnel, including all laborers employed by EAC, must confine all activities to the booth(s) of their client(s) and may not enter the display area of a non-client for any purpose