

Please return form to:

Learning and HR Tech Solutions 2024 Attn: Natalie Merkert Operations Coordinator Email: <a href="mailto:nmerkert@learningguild.com">nmerkert@learningguild.com</a>
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EXHIBITOR appointed contractor

NAME OF SHOW: **Learning & HR Tech Solutions (April 23-24)**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

## Exhibitor Appointed Contractors (EAC)

### General Information

Show Management has appointed Freeman as the Official Service Contractor along with various ancillary contractors, on behalf of all exhibitors, to provide necessary equipment and perform required services to promote the safe, orderly and efficient production of ALL Learning Guild Shows. Exhibitors may elect to employ an Exhibitor Appointed Contractor (EAC) to install and dismantle properties within their booth space. An EAC is any company other than the designated official service contractors listed in the Exhibitor Service Kit that provides a service that requires access to your booth during the installation and dismantling period of the expo. Exhibitors are responsible for informing all appointed contractors of the rules, requirements and regulations and for ensuring their compliance.

### EAC Procedures

Exhibiting companies that contract with an EAC will need to fill out this EAC Designation Form no later than **APRIL 1, 2024**. **The EAC will also need to provide Show Management a certificate of insurance.** There is no fee from Show Management for the exhibitor's use of an EAC.

Upon arrival at the show – All member of the EAC team will need to check in at the security desk for a wristband which will allow them access to the floor. Access will not be granted for those EAC's whose paperwork has not been submitted. Each individual requesting a wrist band will need to provide proper ID and proof of employment with the appointed contractor and must be over 18 years of age.

### EAC Rules and Regulations

- EACs must provide a certificate of insurance (IOS) showing adequate general liability and property damage coverage. **IMPORTANT:** please be sure the COI indicates the name of the EAC being insured and the name of the exhibiting company for which work is being performed. The Learning Guild, Freeman, (Rosen Centre) be named as additional insureds on all policies. The COI must cover the entire event date and must be received prior to onsite arrival. Should this not be received, this could delay setup onsite.
- EACs agree to abide by the regulations set forth by show in the Exhibition Order Form and Exhibitor Service Kit. EACs may operate only in the outlines of their client's booth. The show aisles and public space are not part of the Exhibitor's booth space.
- All EACs must comply with local labor agreements and practices and may not commit any acts that could lead to work stoppages, strikes or labor problems. As union rules and regulations apply, EACs will NOT perform or provide the following services and/or labor: Drayage, Fork and Genie Lift Operations, Overhead Rigging, Electrical Services, Plumbing Services, Telecommunication Services, Booth Cleaning, Booth Security and Catering (F&B).
- EACs will cooperate fully with Show Management and the designated Official Contractors for the show.
- EACs will only be allowed access to the Expo Hall during move-in and move-out.
- EACs will NOT be allowed to solicit business on the show floor at any time, including during installation, expo hours or dismantling.
- If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

# Exhibitor Appointed Contractors (EAC) Continued...

Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact at Show: \_\_\_\_\_

Mobile/Cell Number Onsite: \_\_\_\_\_

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

Address of Contractor: \_\_\_\_\_

Dates of EAC Service: \_\_\_\_\_

Type of Service to be Performed:

- Inform your **Exhibitor Appointed Contractor** that they **MUST** send a copy of their **General Liability Insurance Certificate** no later than **April 1, 2024** or they will not be permitted to service your exhibit.
- It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.
- This form must be received by Monday April 1, 2024.

Exhibits installed at the LEARNING AND HR TECH SOLUTIONS 2024 show must comply with the regulations set forth. In the event that an exhibitor or exhibit activity is in violation of the exhibit rules and regulations or is not consistent with the standards of the exposition, Show Management may require the exhibitor to alter the exhibit either before the exposition or on-site. Necessary changes are to be made at the exhibitor's expense and are subject to approval.

By signing this form, I agree to all of the above. \*

Print name and sign/date:

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