



## **GUIDELINES**

**Due date: October 9, 2019**

### **EXHIBITOR APPOINTED CONTRACTOR**

Please note the following guidelines for exhibitor appointed, non-official, or independent contractors (EAC) for the installation and dismantle booth properties. EAC are acceptable to ITC Exhibit Management, however the following guidelines **must** be followed in order to avoid confusion and delay. All contractors representing an ITC exhibitor must conduct themselves in a professional manner and the rules and regulations of ITC must be followed. Failure to comply will mean the EAC will not be allowed on the exhibit floor.

Please note

- All exhibitors must notify the Exhibits Chairman when a non-official contractor will be used in the exhibit hall **30 days in advance of the first day of installation**. Additional notification must be sent to the official contractor. **Permission to work in the hall will be denied if exhibitor fails to notify the official contractor 30 days in advance.**
- If exhibitor misses the 30-day prior notification to the Exhibit Chairman and official contractor, the EAC will be required to hire labor through the official contractor.
- Non-official contractors have no authority to direct or influence the official service contractor. Final decision rests with the Exhibits Chairman and official service contractor.
- Non-official contractors must not solicit business while on the exhibit floor. Failure to comply with this regulation will result in ITC Exhibit Management's denial for access to the exhibit floor.
- For security reasons, the non-official contractors must wear an ITC installation and dismantle badge showing their name and the exhibiting company for whom they are working. They must also bear visible identification of their own company.
- When additional labor is requested by the non-official contractor, the procedure will be as follows
  - A. Register the request at the official service counter
  - B. Sign in and out for labor
  - C. Follow all ITC rules and regulations
  - D. Follow all local union regulations and requirements



- When a non-official contractor using his own labor installs an exhibit, the procedure is as follows
  - A. The exhibiting company must provide the ITC Exhibits Management and the official contractor the name and address of the non-official contracted company and the work to be performed.
  - B. The installation contractor must provide a certificate of insurance with the following limits: comprehensive general liability not less than \$1,000,000 with respect to injuries to any one person in any occurrence; \$300,000 with respect to injuries to more than one person in any one occurrence, and \$1,000,000 with respect to damage to property. Workmen's Compensation Insurance, including employee liability coverage in a minimum amount not less than \$100,000.
  - C. The non-official contractor must agree to abide by all the rules and regulations of the Conference, official contractor, venue and all union rules and regulations in effect.



**Exhibitor Appointed Contractor Form**

Due Date:

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_

Contact person \_\_\_\_\_ will use the following

Exhibitor Appointed Contractor for Installation and Dismantle at ITC.

Installation/Dismantle Company \_\_\_\_\_

Contact Person \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Telephone # on site. \_\_\_\_\_

Hotel \_\_\_\_\_

Services to be performed \_\_\_\_\_

\_\_\_\_\_  
Email form no later than 30 days prior to first day of installation to:

**Pinnacle-Exposition Services: [www.pinnacle-expo.com](http://www.pinnacle-expo.com)**

Certificate of insurance must be mailed or faxed to:

Same as above

EAC companies will abide by all rules and regulations set forth by ITC Exhibits Management



**Exhibitor Installation & Dismantle Badges**

Due Date: **Move In**

Badges are available on-site at the Exhibit Registration counter during set-up and for one hour after the exhibit closes. The badge should be used for your exhibit house, EAC, or any other individual who will not be required in the booth during exhibit hours. These badges are free and will not be valid once the exhibit opens. Be sure your support staff has an exhibitor badge if entrance into the hall is necessary after the installation period. Installation and dismantle badges will be worn by all contracted I & D personnel at all times. Failure to wear the badge will necessitate immediate removal from the exhibit hall. Entrance into the exhibit hall will be from 8:00 AM to 6:00 PM during the set-up and dismantle period.

Everyone entering the exhibit hall during installation and dismantling will require a badge beginning the first day of set-up. Since there may be a charge for exhibitor badges, we do not expect your exhibit house contractor, technicians, etc. who will be required for installation/dismantle only and not during exhibit hours, to pay for entrance. Therefore, we will be issuing separate, color-coded badges for these individuals. Please note, these badges can be used during installation and dismantle **only** and will be **invalid** starting at the official exhibit-opening hour. Dismantle badges will be necessary starting at 1:30PM the last day of the Conference.

If your exhibit house personnel or company technicians will be required during the official exhibit days, you must purchase an exhibitor badge which can also be used during the installation and dismantle period.

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_  
will require installation and dismantle badges for the following

**Please print**

- |    | EAC Company individual names | Type           |
|----|------------------------------|----------------|
| 1. | _____ providing _____        | _____ service. |
| 2. | _____ providing _____        | _____ service. |
| 3. | _____ providing _____        | _____ service. |
| 4. | _____ providing _____        | _____ service  |

Badges will not be mailed and can be picked up at the Exhibitor Registration counter  
Fax or mail your request for I&D badges to:

International Test Conference  
C/o Courtesy Associates, Inc.  
I/D Badges  
2025 M Street, NW  
Suite 800  
Washington, DC 20036  
Fax: 202 331-0111