



EXHIBITOR DESIGNATED CONTRACTOR **RULES AND REGULATIONS**

1. All Exhibiting Companies using an Exhibitor Designated Contractor (EDC) must notify Show Management, in writing, by March 24, 2008. Notification must be sent by the Exhibiting Company and include the name of the service firm, address, contact and telephone and fax number. Failure to notify by March 24th will result in the installation and dismantling work being given to the general contractor.
2. All EDC's providing a service to an exhibitor must be licensed and insured prior to entering the exhibit hall. An original and valid Certificate of Insurance providing coverage that follows the attached guidelines, must be received by Show Management on or before March 24, 2008.
3. All Exhibitor Designated Contractors must provide, to Show Management, the on-site EDC supervisor(s) name by April 11, 2008.
4. Should the Exhibiting Company require an EDC representative on the floor during show hours that name must be submitted on the company's Exhibitor Registration Form.
5. EDC's who need to be on the show floor before or after hours should see Show Management for authorization each day.
6. All EDC personnel must wear company identification at all times while on the show floor, i.e. company shirts, picture id's, etc., in addition to the Association's colored wrist bands.
7. Colored wrist bands are required to be worn by all EDC personnel and should be picked up at the show office by the supervisor before work begins.
8. During installation and dismantling EDC work space should not block aisles or get in the way of move in/out operations. During dismantling Exhibitor Designated Contractors may not set up work space or have labor on the show floor until the exhibit hall has been officially closed.
9. All exhibits must be set by 3:00 p.m. Sunday, May 11th. All EDC equipment must be removed from show floor by 3:00 p.m. Sunday.
10. Floor managers will assist the Director of Industry Relations on the exhibit floor. They will monitor the progress of set up and dismantle and are available to answer any questions.
11. Exhibitor Designated Contractors may not solicit business in the exhibit hall at anytime.
12. It is the responsibility of the EDC and exhibiting company to ensure EDC staff, working on-site are aware of all Association and Center rules and regulations.
13. Failure of the EDC to follow any of the above rules and regulations will result in the EDC NOT being allowed to perform work in the exhibit hall.