

# Equitana 2021 Exhibitor Appointed Contractor (EAC) Form & Information

Kentucky Horse Park 4089 Iron Works Pkwy, Lexington, KY 40511

October 1-3, 2021

## **IMPORTANT DEADLINE DATE!**

The EAC Confirmation of Commitment to use an Exhibitor Appointed Contractor **EAC FORM** must be received by Show Management on or prior to **September 30, 2021**

### **Purpose**

The purpose of this form is to petition Show Management for approval to use an Exhibitor Appointed Contractor. An Exhibitor Appointed Contractor is defined as any company, other than one of the Official Contractors that an exhibitor wants to use inside the exhibit hall, before, during or after the show.

Your submission of this form is a request for approval of an Exhibitor Appointed Contractor by Show management, and a statement of your commitment to purchase services, as outlined below from said contractor, subject to Show Management's approval of the contractor. Also by signing this form you are acknowledging that both you (the exhibitor) and your selected EAC fully understand the exhibitor manual, all rules and display regulations as well as Union Jurisdictions on this event.

### **Instructions**

YOU MUST . . .

- Complete the EAC Form and sign.
- Send back by e-mail so that it is received by the deadline date.
- Use one form for each Exhibitor Appointed Contractor you have committed to hire for this show.
- If you are using multiple EACs, please submit one form for each EAC.

WE WILL NOT ACCEPT . . .

- Letters, telephone calls or submissions in any other form.
- Submissions in any form directly from contractors

### **Review Process**

1. We will review and process all properly submitted EAC Form requests received prior to the end of business **August 22, 2020**
2. Unless the Exhibitor Appointed Contractor is ineligible for approval, we will send them an EAC Agreement, Memorandum, Code of Conduct, EAC form copy, and Insurance Information
3. Additional security is required for checking in Exhibitor Appointed Contractors and issuance of wristbands (passes). Show rules and regulations regarding wristbands (passes) must be adhered to and enforced by the appointed EAC. Each individual working for an EAC will need to show positive identification at show site to receive wristbands (passes). The wristbands (passes) are not valid for show days. If an EAC requires access during show days, the EAC will need to re-register for new credentials on show site. EACs are not allowed to have exhibitor badges under any circumstances.

The authorizing signature on the EAC Form confirms that, subject to approval by Show Management, the exhibiting company has committed to use the specified services of the named Exhibitor Appointed Contractor for this show. **By signing the EAC Form you are acknowledging that both you (the exhibitor) and your selected EAC fully understand the exhibitor manual, all rules and display regulations as well as Labor Jurisdictions on this event. All hired booth set up and tear down labor, must be properly hired Labor.**

**E-MAIL TO: Reed Exhibitions EAC Department**  
**Equitana 2021**  
201 Merritt 7, Norwalk, CT 06851

**E-MAIL: [eac@reedexpo.com](mailto:eac@reedexpo.com)**

**THIS FORM MAY ONLY BE SUBMITTED BY THE EXHIBITOR.**

# Equitana 2020 Exhibitor Appointed Contractor (EAC) Form

Kentucky Horse Park 4089 Iron Works Pkwy, Lexington, KY 40511

October 1-3, 2021

**EAC Contractor:** \_\_\_\_\_

All set up and tear down booth labor must be, properly hired Union Labor.

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

EAC Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## **Services**

Exhibitor Appointed Contractors may only perform the following services. Please check the service(s) you have purchased.

- |   |  |
|---|--|
| <input type="checkbox"/> Set-up / Dismantle Labor | <input type="checkbox"/> Furnishings                 |
| <input type="checkbox"/> Booth / Display Rental   | <input type="checkbox"/> Personnel / Temporary Staff |
| <input type="checkbox"/> Photography / Video      | <input type="checkbox"/> Signs                       |
| <input type="checkbox"/> Floral                   | <input type="checkbox"/> Audio / Visual              |
| <input type="checkbox"/> Other _____              |  |

**Exhibitor Booth #:** \_\_\_\_\_

**Exhibit Company Name:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

## **Exhibitor Authorizing Signature:** \_\_\_\_\_

Please note the following services will be provided **exclusively** by the show's Official Contractors. EACs are NOT allowed to perform or provide these services:

- Drayage / Fork Lift / Genie Lift Operations/Overhead Rigging
- Electrical Services / Labor/Plumbing Services / Labor
- Telecommunication Services / Labor/Booth Cleaning (to vacuum)
- **Booth Security/Catering / Food / Beverage Services**
- Computer / Business Equipment

## **E-MAIL TO: Reed Exhibitions EAC Department**

**Equitana 2021**

201 Merritt 7, Norwalk, CT 06851

**E-MAIL:** [eac@reedexpo.com](mailto:eac@reedexpo.com)

THIS FORM MAY ONLY BE SUBMITTED BY THE EXHIBITOR.

## **DEFINITION**

An Exhibitor **Appointed Contractor (EAC)** is any company other than one of the Appointed official contractors which an exhibitor wants to employ inside the exhibit hall before, during (by special pass and/or wristband), or after the show (Union Rules and Regulations apply). No permission to use an Exhibitor Appointed Contractor will be given for the performance of the following services:

- Electrical, Plumbing & All Other Utilities
- Drayage / Forklift Operations
- Booth Cleaning and vacuuming
- Security – (Official Security only)
- Telephone / Communications
- Rigging - Overhead or Genie Lift
- Catering / Food Service

## **HOW TO GET AUTHORIZATION TO USE AN EXHIBITOR APPOINTED CONTRACTOR**

**(2020 Equitana)** All hired EAC booth LABOR, must be properly hired UNION LABOR.

The four principal steps to get authorization to use an Exhibitor Appointed Contractor are:

1. EXHIBITOR **must submit the EAC Form** provided, from Show Management by the deadline date of **September 30, 2021** No approvals will be granted for requests received after the deadline.
2. Show Management will send the EAC Agreement, EAC Memorandum, EAC Code of Conduct, sample certificate of insurance and EAC submitted form copy to the specified EAC.
3. The EAC will be required to return to Show Management the executed EAC Agreement, EAC Memorandum, EAC Code of Conduct and insurance documents by the deadline date of September 10<sup>th</sup>
4. The EAC **MUST BE** in good standing with Show Management before the approval process begins.

## **THIRD PARTY INVOICE BILLING RULES, REGULATIONS AND PRODEDURES**

**IN ORDER TO ASSIST THE EXHIBITOR IN VERIFYING THE ACCURRACY OF THEIR EXPENSES, A COPY OF THE ORIGINAL INVOICE, IS REQUIRED BY SHOW MANAGEMENT, TO BE SENT TO THE EXHIBITOR OF RECORD FOLLOWING THE CLOSE OF THE SHOW.**

## **WE WILL NOT ACCEPT**

- Letters, telephone calls or submissions in any other Form.
- Submissions in any Form directly from 3<sup>rd</sup> party vendors/contractors.

## **WRISTBAND REQUIREMENTS FOR EXHIBITOR APPOINTED CONTRACTORS**

1. Each individual affiliated with the EAC must wear a correct wristband (pass), prepared and distributed by Show Management. The EAC wristband (pass) must be worn all times during move-in and move-out.
2. All EAC groups must have proper paperwork on file with Show Management including EAC insurance. All EAC groups must have proper ID onsite - a copy of a valid ID (driver's license, passport, etc.).
3. EAC personnel who require access during show hours must request a show day wristband (pass) form security and or Show Management. A minimum of one day prior to the opening of the show. Proper attire it to be worn at all times.
4. When issued EAC wristbands (passes) are NOT transferable and must be worn at all times on the wrist. Floor managers will spot check all EACs for adherence to this policy and lost EAC wristbands (passes) need to be reported to Show Management immediately. Violation of this policy will result in the termination of the EACs agreement with Show Management.
5. EAC must refrain from the use of and access to all public areas and are strictly confined to exhibit floor access during move-in and move-out.

## **PURPOSE**

The purpose of this Form is to petition Show Management for approval to use an Exhibitor Appointed Contractor. An Exhibitor Appointed Contractor is defined as any company, other than one of the Official Contractors that an exhibitor wants to use inside the exhibit hall, before, during or after the show. Your submission of the EAC Form is a request for approval of an Exhibitor Appointed Contractor by Show management, and a statement of your commitment to purchase services, as outlined, from said contractor, subject to Show Management's approval of the contractor.

**We cannot accept requests from the 3<sup>rd</sup> party vendor only from the exhibitor.**

**Requests to use an Exhibitor Appointed Contractor (EAC) must be received at least thirty days prior to the first day of move-in. Properly completed documentation, i.e., signed EAC Agreement, Memorandums, Code of Contact and insurance certificates must be returned by September 10<sup>th</sup> to Show Management.**

If you have any questions regarding this procedure, please email to [EAC@reedexpo.com](mailto:EAC@reedexpo.com) or call our special EAC hotline at (203) 840-5890

### **CONTRACTOR MUST PROVIDE CERTIFICATE OF INSURANCE**

The Exhibitor Appointed Contractor must provide Certificate of Insurance confirming that the EAC has in full force and effect, Worker's Compensation insurance, comprehensive general liability insurance, and automobile liability insurance which meet the following minimum standards:

- Worker's Compensation insurance, providing and meeting the requirements established by the State of Kentucky and must have authorization to do business in the State of Kentucky.
- Comprehensive general liability Insurance, providing at least \$1,000,000 in coverage and naming: **Reed Exhibitions a division of RELX, Inc., Fern Expo, Kentucky Horse Park, an agency of the Commonwealth of Kentucky (the "Park") their directors, officers, agents, commission, staff, volunteers, employees, members, successors, assigns and affiliates as additional insured.**
- Automobile liability insurance, which includes all owned, non-owned and hired vehicles with minimum limits of \$500,000 bodily injury and \$500,000 property damage liability.

### **RULES AND REGULATIONS GOVERNING EXHIBITOR APPOINTED CONTRACTORS (EAC)**

**All hired EAC booth LABOR, must be properly hired labor (UNION LABOR).**

1. **IN ORDER TO ASSIST THE EXHIBITOR IN VERIFYING THE ACCURACY OF THEIR EXPENSES, A COPY OF THE ORIGINAL INVOICE, IS REQUIRED BY SHOW MANAGEMENT, TO BE SENT TO THE EXHIBITOR OF RECORD FOLLOWING THE CLOSE OF THE SHOW. BY ALL VENDORS.**
2. The Exhibitor Appointed Contractor will not solicit business on the show floor at any time, including installation, during the show, and dismantling.
3. The Exhibitor Appointed Contractor will share responsibility, with the Official Contractor, all reasonable costs incurred in connection with his operation, including overtime pay for stewards, security if necessary, restoration of the exhibit hall to its initial condition, custom marking of the floor, etc.
4. The Exhibitor Appointed Contractor will cooperate fully with the Official Contractors and will comply with existing labor regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the Official Contractors. EAC from outside the United States is not allowed to perform labor and will be only allowed to supervise and must have proof of insurance.
5. The Exhibitor Appointed Contractor will not establish service desks of any type anywhere inside the exhibit hall. The EAC will utilize space as Appointed by Show Management, outside the exhibit hall.
6. Cameras or photography are prohibited on the exhibit floor without permission from Reed Exhibitions. With the approval of Reed Exhibitions, the EAC may photograph only the booth(s) with which they have contractual arrangements.
7. While aisle carpeting is being installed, jockey boxes, ladders and the EAC's equipment must be removed completely from the show floor, or be placed inside the booth being installed (if removal will not disrupt or damage the carpet after it is installed), or be placed in the EAC's storage area.
8. Use of electric 3 and 4 wheeled utility scooters by the EAC is prohibited on the Reed Exhibitions Show Floor.
9. EACs are not allowed on the show floor during open days of the show without a special EAC show day pass or wristband. EAC must be dressed in suitable attire at all times.
10. EACs are not authorized to have Exhibitor Badges.
11. The Exhibitor Appointed Contractor will refrain from placing an undue burden on the Official Contractors, especially by not interfering in any way with the Official Contractors' work.
12. **Union Rules, Labor Jurisdictions and Regulations apply** - please see FERN EXPO general contractors tab. Foreign EAC Groups are not approved for EAC labor.

### **SHOW MANAGEMENT'S DISCRETIONARY RIGHTS**

**Show Management reserves the right, in its sole discretion, to withhold approval or to dismiss from the show, any service contractor whose participation in the show may, in the opinion of show management, lead to strikes, picketing, other labor action directed at the show, other disruption of the show, or interference with any of the exhibitors.**

**Reed Exhibitions (EAC) Exhibitor Appointed Contractor Code of Conduct**  
**Equitana Event 2021**

For (EAC) Exhibitor Appointed Contractors, Third Party Groups, Display Houses, EAC Supervisors and EAC Labor.

**DEFINITION of an EAC**

An Exhibitor **Appointed** – Appointed Contractor (**EAC- EAC**) is any company other than one of the Appointed official contractors which an exhibitor wants to employ inside the exhibit hall before, during (by special pass and/or wristband), or after the show. ). This includes all EAC display houses, display sales representatives, designers, EAC labor and supervisors. **An EAC should not be wearing an exhibitor badge.** No permission to use an Exhibitor Appointed Contractor will be given for the performance of the following services:

- Electrical, Plumbing & All Other Utilities
- Telephone / Communications
- Drayage / Forklift Operations
- Rigging - Overhead or Genie Lift (Hydraulic or Manual)
- Booth Cleaning and Vacuuming
- Catering / Food Service
- **Security – Official Vendor only**

**EAC CODE to FOLLOW**

1. **EAC** who fails to have their booth set and crates removed by the published time will be billed by Show Management a fee for late set up.
2. **EAC** will check in and check out their labor through the Appointed entrance for each hall.
3. **EAC** will adhere to all target times and load their freight accordingly if servicing more than one customer on the floor.
4. **EAC** will not use saws, routers, or other wood and/or metal cutting devices outside of the confines of the exhibit space.
5. No **EAC** carts (three wheeled or flatbed) allowed on the floor due to safety and congestion.
6. All deliveries from EAC must come through the freight doors and not through the front doors whether it is tools, ladders, tool boxes, graphics, freight, etc.
7. All ladders, desks and job boxes must be removed prior to show opening unless storage is available and approved by Show Management or the official General Services Contractor.
8. **EAC** must register with the Show Manager per the instructions in the Exhibitor Manual all EAC forms need to be submitted properly (Union Labor only, no day labor or temporary agencies). **This includes all EAC labor groups, supervisors, booth designers and display houses all must have proof on insurance. International EAC groups are not allowed to perform any labor and are only approved to supervise properly hired labor (UNION LABOR).**
9. **EAC** are not allowed to solicit business on the show floor from any exhibitors at any time.
10. **EAC** shall operate within the confines of the exhibit booth space – for such items as service desks and or assembly areas.
11. **EAC** shall inform exhibitors of all costs associated with the use of the EAC.
12. **EAC** will not be allowed to perform exclusive services as outlined in the exhibitor manual.
13. **EAC** must follow the rules and regulations of the venue, and safety guidelines in addition to those of Show Management.
14. All materials brought into the exhibit area by the exhibitor or **EAC** must be removed completely after the event.
15. All photo IDs must be worn properly and visible at all times.
16. If Show Management EAC wristbands have been issued, they must be worn at all times properly and correctly. **An EAC should not be wearing an exhibitor badge.**

Thank you for your cooperation.