

EXHIBITOR APPOINTED CONTRACTORS





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Exhibitors at the PAL Show 2009 may employ the services of an independent contractor to install and dismantle their exhibit, provided that the exhibitor, and the installation and dismantling contractor (EAC), comply with the following rules and regulations.

Exhibitor Appointed Contractor (EAC) services will be limited to the erection, dismantle, and preparation of “display” materials only. An EAC cannot perform the following services:

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| <ul style="list-style-type: none"> • Booth Cleaning • Catering • Decorating Labour • Material Handling • Electrical / Lighting | <ul style="list-style-type: none"> • Sign-Hanging • Millwright Labour • Plumbing • Rigging • Telephone Lines | <ul style="list-style-type: none"> • On-Site Rentals • Maintenance of furnishings or equipment of any kind. |
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The EAC agrees that the exhibitor is ultimately responsible for all services performed in connection with their exhibit, including freight, drayage, rentals and labour.

EXHIBIT INSTALLATION NOTIFICATION

Representatives from Exhibitor Appointed Contractors will not be admitted on the show floor, at any time, unless the firm has been previously registered in writing with Show Management by the exhibitor utilizing the firm’s service. Only those personnel whose names are on the Exhibitor Appointed Contractors list will be issued “work passes”.

If representatives from the Exhibitor Appointed Contractors are going to be on site during show days, they will need to register as an “Exhibitor”.

1. Exhibitors must inform Show Management, in writing, using the EAC Exhibit Installation Notification Form by July 10, 2009.
2. The EAC must complete and return to Show Management the EAC Exhibit Registration Form by July 10, 2009.
3. The EAC acknowledges that the exhibitor must notify Show Management, in writing, of their intention to utilize an EAC by no later than July 10, 2009, furnishing the name, contact, address and phone/fax numbers of the EAC. (See *EAC Exhibit Installation Notification Form* in the **General Forms Section**).

EACs must notify Show Management, in advance of show set-ups, where they may be reached by telephone during the show in case of an emergency.



1. Exhibitor Appointed Contractors must submit a Certificate of Insurance to Show Management **no later than 30 days** prior to the commencement of installation, before the show opens.

The EAC shall provide Show Management with evidence, if requested, that it has a valid authorization from the exhibitor for services.

2. The EAC shall provide Show Management with evidence, if requested, that they have all business licenses, permits and Workers’ Compensation Insurance required by the Province of Ontario, the City of Toronto and the International Centre, prior to commencing work.



NOTE: No supplier or contractor will have access to the show floor if Show Management does not receive authorization from an exhibitor and the proper insurance papers from the supplier or contractor. This policy will be strictly enforced.

RULES AND REGULATIONS GOVERNING EXHIBITOR APPOINTED CONTRACTORS

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| <ol style="list-style-type: none"> 1. The EAC may not solicit or accept any new business on the exhibit floor. 2. The EAC will refrain from placing any undue burden on the Official General Contractor, specifically not to interfere in any way with the work of the Official General Contractor. 3. The EAC shall co-operate fully with the Official General Contractor and will comply with all Rules and Regulations assumed by Show Management in any contracts with the Official General Contractor and the International Centre. | <ol style="list-style-type: none"> 4. The EAC agrees to share with the Official General Contractor all reasonable costs related to its operation, including overtime pay for stewards, security, and restoration of exhibit space to its original condition. 5. Any union labour required by the EAC, during show hours, must be hired from the Official General Contractor. 6. The EAC, or any of their employees, are strictly forbidden to move, open or otherwise tamper with any crates, boxes, cartons, or other containers or equipment, displays or any material belonging to any exhibitor except the one that they |
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represent. Infraction of this rule will lead to expulsion of the contracted company from the show floor.

7. The exhibit floor, aisle, loading docks, service and storage areas will be under the control of the Official General Contractor, GES Decorating. The EAC must co-ordinate all of its activities with GES Decorating.
8. The EAC must confine its operations to the exhibit area of its client. No service desk, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not part of the exhibitor's booth space.
9. EACs must comply with all rules and regulations applicable to exhibitors, specifically including display rules, established

deadlines of the installation and dismantling of exhibits, and the shipping of outbound freight.

10. EACs shall comply with these printed rules for exhibitors, observe local labour jurisdictions and ensure that the EAC will be responsive to the Official General Contractor's requirements for move-in and move-out scheduling of both the hall and dock.
11. The EAC agrees to review the PAL Show 2009 Display Rules & Regulations prior to starting work, and will not erect a display fixture that is in violation of these rules. Show Management reserves the right to correct such display violations at the exhibitor's and EAC's expense.

The EAC shall provide, if requested, evidence to GES Canada that it possesses applicable and current local union labour contracts and **must comply with all labour agreements and practices**. The EAC must not allow any person(s) in its employment to commit any acts that could lead to work stoppages, strikes, or labour problems.

Exhibitors who wish to employ display houses or exhibit manufacturers to erect or dismantle their booth may have supervision of labour sent in from their supplier. Workers of this type cannot physically erect the booth, unless they are members of the appropriate Union Local.