



## EXHIBITOR APPOINTED CONTRACTORS (EAC) RULES & REGULATIONS

---

1. General. Exhibitors using outside services other than the official Exposition contractors listed in this manual, including any installation and dismantling company, sound and lighting firm, production or promotion company, photographer, computer rental company, florist or any person or company providing direct services, must notify ENTELEC and the Exposition Manager in writing, and conform to the requirements of The Inverness Hotel. (See paragraphs 3 and 4 below.) Exhibitor takes all responsibility for its designated contractor and will indemnify and hold harmless ENTELEC, Mpire Management Group, The Freeman Companies and The Inverness Hotel.
2. Unions. These services shall not conflict, violate or jeopardize in any way the existing labor regulations, agreements, contracts or relations; or cause any interference with or inconvenience to the Exposition, Exposition Manager or any exhibitor. Such contractors shall adhere to the regulations established by The Inverness and ENTELEC, Exposition Manager regarding entrance to and exit from the exhibit hall.
3. Liability Insurance. The contractor shall possess a commercial general insurance policy for at least \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate; plus at least \$1,000,000 automobile liability insurance for any owned, non-owned or hired autos. ENTELEC, Mpire Management Group, The Freeman Companies and The Inverness Hotel must be named as "additional insured" on all policies. **Copies of such endorsements must be sent by the insurance carrier or exhibitor to ENTELEC in order for a contractor to operate in the exhibit hall. Due Date: August 25<sup>th</sup>, 2010.**
4. Workers' Compensation Insurance. The contractor shall have current worker's compensation insurance in accordance with the laws of the State of Colorado.
5. Order For Service
  - a) The contractor shall have a true and valid order for service from an exhibitor in advance of the Exposition set-up date on file with ENTELEC, Exposition Manager. The contractor shall not solicit business on the Exposition floor at any time.
  - b) The contractor will provide adequate notice to ENTELEC of the exhibitors who have retained it, and the services to be performed for each, as well as evidence of conformation with the provisions of paragraphs 3 and 4 above.
  - c) Written notice from the service contractor shall be considered sufficient evidence of the relationship between contractor and contractor's clients. Exhibitor must verify authorization for installation and dismantling upon request of ENTELEC, Exposition Manager.
6. Rules & Regulations
  - a) The contractor is responsible for adherence to all Exhibitor Regulations and Display Regulations established by Exposition Manager, in a timely professional manner, and shall complete the assigned services within the prescribed time limit.
  - b) The contractor will share with the official contractor, The Freeman Companies; all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.