



EAC Rules & Regulations

- The Show Organizer has the right and obligation to establish and enforce equitable Rules & Regulations for ITSACE for the mutual benefit of all Exhibitors and Attendees to the event.
- Exhibitor Appointed Contractors (EACs) must abide by the Rules & Regulations of the Show, Venue and those outlined in the Exhibitor Service Manual.
- EAC must complete the EAC registration process via the online EAC portal.
- Exhibitor Appointed Contractors must pay \$300 for each booth and/or meeting room location you are providing services or products for. This is an administrative expense incurred by the Show Organizer and will be paid via the online EAC portal. There will be 6% credit card fee deducted from the original amount paid if the EAC application is requested to be canceled after it has been submitted and processed.
- All workers working on behalf of an EAC must always wear the appropriate daily wristband.
- EAC affirms that they have confirmed work orders from all exhibitors for whom they are working and will not, in any manner, solicit work from other exhibitors or booths.
- EACs and exhibitors are not permitted to have electric carts or scooters in the building at any time.
- The operation or use of motorized or mechanical material handling equipment or lifts by exhibitors or their appointed contractors is prohibited.
- EAC will not remove floor marking tape until the close of the exposition.
- EAC must abide by the fire and safety and exhibit hall regulations.
- All booth designs and structures must conform to the rules and regulations in the Exhibitor Resource Manual.
- Any Exhibitor who has designated an Exhibitor Appointed Contractor must ensure the EAC has a current Certificate of Insurance (COI) on file, evidencing the correct coverage, by **March 21, 2024**, or the EAC will not be able to access to the show floor. The EAC must upload the COI via the online portal with the following coverages:
 - Commercial General Liability, including contractual liability, with limits of not less than for \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$2,000,000 products & completed operations aggregate. Medical expense coverage of \$5,000 per individual and damage to premises coverage of \$300,000.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident; only required if bringing on the show floor.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee, and \$1,000,000 disease - policy limit.
 - Additional Insureds to the General Liability, Automobile Liability, and Umbrella Liability policies with respect to operations performed by the Named Insured in connection with this project: ITS America Conference & Expo, Reed Exhibitions a division of RELX Inc., Freeman Expositions, LLC., Phoenix Convention Center, and each of their licensor, officers, directors, agents, successors, assigns, and employees shall be names as additional insured.
 - COI must include the complete show dates of April 21 – April 25, 2024.
 - The certificate holder must be listed as: Reed Exhibitions, Attn: ITSACE, 201 Merritt 7, Norwalk, CT 06851
- Exhibitor Appointed Contractors shall fully cooperate with the Show Official Contractors and assist Official Contractors in the efficient utilization of labor, equipment, space, and time, and shall complete installation prior to 5:00 pm on Monday, April 22, 2024, to include removal of empties, and dismantle and pack prior to 10:00 pm on Thursday, April 25, 2024.
- Exhibitor Appointed Contractors should not violate existing labor regulations or contracts. EAC agrees to abide by all existing union contracts, regardless of dispute from a prior work engagement. Any dispute causing injury of any kind to ITSACE, its agents, contractors, exhibitors, or attendees will be the full responsibility of the EAC including, but not limited to, all consequential damages arising out of such a dispute.
- The EAC shall adhere to the regulations of Seattle Convention Center and the Show Organizer.
- To cooperate fully with the Official Contractor and assist in fulfilling their responsibilities, especially by refraining from placing an undue burden on the Service Contractor by interfering with the efficient utilization of labor by the Official Contractor.
- In addition, the Exhibitor Appointed Contractor shall share with the Official Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- The exhibit floor, aisles, loading docks, service and storage areas will be under control of Freeman. The EAC must coordinate all activities with them and must fully cooperate and not interfere with the efficient utilization of labor.
- The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
- The Show Organizer is the ultimate arbiter and enforcer of show rules.
- Exhibitor Appointed Contractors should generally be authorized to work provided the following: (1) Proper work forms have been filed by the Exhibitor; and (2) The designated contractor meets requirements of the exhibit regulations and rules.
- EAC must meet all venue and general service contractor requirements in order to participate at ITSACE.



- EAC agrees to pay all costs incurred by the official general service contractor (Freeman) or other official vendors in connection with the EAC's operation. This includes dismantle and/ or disposal of bulk trash and booth materials.
- ISTACE has no responsibility whatsoever for any property at the event or any financial obligation of EAC under any circumstances.
- EAC will be denied access to the show and or trespassed from the premises if:
 - EAC breaches any of the provisions of the EAC Agreement or rules and regulations established by ITSACE.
 - EACs participation at the show leads to strikes, picketing or other labor action directed at ITSACE.
- Exhibitor Appointed Contractors should furnish the Show Organizer with names, phone numbers of a key contact for emergencies, and should designate a contact in the same city as the show for move-in through move-out.
- All property of the Exhibitor Appointed Contractor remains under his/her custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither ITSACE or its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the Exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. It is recommended the EAC obtain adequate insurance coverage, at their expense, for property loss or damage and liability for personal injury.

