



Exhibitor Appointed Contractor Designation Form

Deadline: March 15, 2019

Definition: An Exhibitor Appointed Contractor (EAC) is any company, other than the designated official service contractors, that an exhibitor wishes to use that requires access to the exhibit hall either before, during or after the show. EACs cannot provide the following exclusive services: Freight/Material Handling, Electrical, Plumbing, Telephone/Internet, Rigging, Booth Cleaning, Security, and Catering.

Instructions

1. Exhibitors must complete and sign the attached EAC Designation form and submit by March 15, 2019. Use one form for each EAC you will use for the show.
2. Exhibitors, please inform your EAC they must complete the insurance and payment by March 15, 2019.
3. It is ultimately the responsibility of the exhibitor to make sure their EAC fulfills the requirements.

EAC's failure to do so will prevent them from having access to the expo floor.

EXHIBITOR INFORMATION

Name of Exhibiting Company: _____

Booth Number: _____ Booth Dimensions: _____

I certify that I have authorized the exhibitor appointed contractor, named below, to install and dismantle my exhibit at JLC LIVE New England 2019. Knowing that the contractor is my official representative, I further certify that the contractor will adhere to all show and facility regulations as if my own employee. The contractor will be informed that the appropriate fees (\$300/EAC) and a Certificate of Liability Insurance are required by **March 15, 2019. The \$300 fee is non-refundable.** I understand that my organization is ultimately responsible for the actions of the contractor while on this assignment.

Exhibitor Signature _____

E-mail address _____ Phone _____

Printed name: _____ Date _____

EXHIBITOR APPOINTED CONTRACTOR INFORMATION

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

E-mail address: _____

On-site Representative/Cell Phone: _____

Please return completed Designation form no later than March 15, 2019 to:

JLC LIVE New England 2019
6191 N. State Highway 161, Suite 500
Irving, TX 75038
Email: nicole.becketr@informa.com

EAC CERTIFICATES OF INSURANCE

Original certificates of insurance must be submitted to Show Management confirming the following requirements:

- EACs must provide a certificate of insurance with at least the following limits:
 - Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property;
 - Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage,
 - Naming Freeman, JLC LIVE, Informa Exhibitions U.S., Construction and Real Estate and Rhode Island Convention Center as additional insured.

RULES AND REGULATIONS GOVERNING EACs

1. The EAC will refrain from placing an undue burden on the Official Contractors, specifically by not interfering in any way with the Official Contractors work.
2. The EAC will not solicit business on the show floor at any time.
3. The EAC will cooperate with the official contractors and with existing labor regulations or contracts as determined by the commitment made and obligations assumed by Show Management.
4. Show Management will not provide access to the Exhibitor Service Manual until all fees and Certificates of Insurance have been received.

SHOW MANAGEMENT'S DISCRETIONARY RIGHTS

Exceptions to using the Official Contractors will be granted only if they do not interfere with or prejudice the orderly installation, interim services or dismantling of the exhibits. An exception will not be granted if it is inconsistent with commitments made and obligations assumed by JLC LIVE in any contract with service contractors, or in its lease with the convention center.



Exhibitor Appointed Contractor Agreement

Deadline: March 15, 2019

Exhibitor Appointed Contractors must complete this form and submit to Show Management. Payment and a Certificate of Insurance must be received by **March 15, 2019**. Review all EAC Rules & Regulations and insurance requirements.

EXHIBITOR APPOINTED CONTRACTOR INFORMATION

Company: _____

Contact Name/Title: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

We agree to abide by all rules and regulations governing EACs for JLC LIVE.

Name of Contractor's On-Site Representative	Phone Number
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Signature of EAC Representative	Date
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Please list ALL exhibiting companies that your company will be working for (attach a list for more):

Company Name/Booth #	Company Name/Booth#
_____	_____ / _____
_____	_____ / _____
_____	_____ / _____
_____	_____ / _____
_____	_____ / _____
_____	_____ / _____
_____	_____ / _____

EAC fees: \$300 / Exhibiting Company (Fee is non-refundable)

Total # Exhibiting Companies: _____ Total Amount Due: \$ _____

Send payment, using the Credit Card Authorization Form, to the fax number on the form.



JLC LIVE New England EAC Credit Card Authorization Form

Please complete the following information to make a payment to JLC LIVE via credit card. The EAC fee is \$300 per exhibiting company.

EXHIBITOR COMPANY INFORMATION	
Exhibiting Company Name(s)::	Booth #(s):
Exhibiting Company Name(s)::	Booth #(s):
Exhibiting Company Name(s)::	Booth #(s):
Exhibiting Company Name(s)::	Booth #(s):
Exhibiting Company Name(s)::	Booth #(s):

BILLING INFORMATION		
Cardholder Name as it appears on Card:		
Billing Address (If different from above):		
City:	State:	Zip Code:
Invoice # (if applicable):	Booth #:	Amount to Charge:
Cardholder Signature*:		Date

TERMS

The undersigned hereby authorizes JLC LIVE to charge to the credit card provided according to the payment designated above. If the credit card provided is declined, the undersigned understands and acknowledges they are responsible for the full amount. Exhibitor acknowledges and agrees they are obligated to pay the credit card company in accordance with the credit card account agreement. The undersigned agrees to resolve any inquiry or dispute concerning credit card charges with JLC LIVE. Exhibitor understands that all deposits/final payments are refundable for EAC payments. By signing, it is confirmed that you have read and agreed to these terms. For security reasons, digital signatures are not accepted.

If you need any additional information, please contact JLC LIVE team at 800-471-2404 or 972-536-6406

PCI compliance requires that any credit card information must only be received via our secure fax line 972-550-5390 or through our online portal.

✂ This section will be shredded once the card has been approved.

Visa
 MasterCard
 American Express



Card #: _____ CVV Code: _____

Expiration Date: _____