

## Non-Official Contractor Request Form

**Deadline: 01/24/20**

A non-official contractor, or exhibitor-appointed contractor (EAC), is any company other than the designated official contractors. For Exhibitors intending to use their own labor (for installation and/or dismantle) or contract for such services separately from RPMXPO Services, please read the following restrictions, requirements and restraints.

The following services cannot be provided by any EAC:

**Electrical • Plumbing • Telephone Lines • Drayage • Rigging • Cleaning • Catering**

If an exhibitor wishes to use an EAC that requires access to the exhibit hall either before, during or after the show, the following criteria must be met or access will not be granted:

- ◆ Exhibitor must inform RPMXPO Services that they have contracted with a an EAC by completing this form and returning it by the deadline date shown above. If form is not submitted by the deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor-provided labor.
- ◆ The EAC hired by the exhibitor must, by the deadline date show above, provide RPM with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming RPMXPO Services as additionally insured for the time period of the show (including move-in and move-out days).
- ◆ The EAC must abide by the rules and regulations of the show and all pertinent union regulations.
- ◆ EAC employees are required to check in at the EAC Check in desk located at the Service Center each day prior to work to obtain the proper wrist band for the day.
- ◆ If the EAC is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization Form must be completed and returned to RPM. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.
- ◆ The EAC agrees to have evidence in the booth that it has a valid authorization from the Exhibitor for services.
- ◆ The EAC must confine its operations to the exhibit area of its client(s). No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.
- ◆ The EAC may not solicit business on the exhibit floor.
- ◆ The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility management before beginning work, and shall provide Show Management with evidence of compliance.
- ◆ If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.
- ◆ EAC will not be permitted to load or unload exhibitor display or freight at the loading dock or POV designated areas. This is the sole responsibility of RPMXPO Services.

**PLEASE NOTE:** A valid and current copy of Exhibitor's Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to use the EAC's services.

**Complete this form ONLY if your company is using a Services Contractor other than the official decorator to unpack, erect, assemble, dismantle or pack your display.**

**Return this form along with Certificate of Insurance, name and address of the employee(s) who are working your booth by January 24, 2020.**

Event Name:			
Exhibiting Company Name:			Booth#:
Address:	City:	State:	Zip:
Authorized On-Site Representative:			
Name of Service Firm:			
Address:	City:	State:	Zip:
Telephone:	On-Site Supervisor:		
Signature:	Date:		