

Reed Exhibitions (EAC) Exhibitor Appointed Contractor Code of Conduct
JIS Spring and JIS Fall 2023

For (EAC) Exhibitor Appointed Contractors, Third Party Groups, Display Houses, EAC Supervisors and EAC Labor.

DEFINITION of an EAC

An Exhibitor Appointed Contractor (EAC) is any company other than EXPO and Atlantic Showcase (JIS's designated official contractors), in which an exhibitor wants to employ inside the exhibit hall before, during (by special pass and/or wristband), or after the show to service their booth. Permission will **NOT** be given to use an EAC for the performance of the following services:

- Electrical, Plumbing & All Other Utilities
- Telephone / Communications
- Drayage / Forklift Operations
- Rigging - Overhead or Genie Lift (Hydraulic or Manual)
- Booth Cleaning or Vacuuming
- Catering / Food Service
- **No outside Security of any kind.**

EAC CODE to FOLLOW

1. EAC who fails to have their booth set and crates removed by the published time will be billed by Show Management a fee for late set up.
2. EAC will check in and check out their labor through the designated entrance for each hall.
3. EAC will adhere to all target times and load their freight accordingly if servicing more than one customer on the floor.
4. EAC will not use saws, routers, or other wood and/or metal cutting devices outside of the confines of the exhibit space.
5. No EAC carts (three wheeled or flatbed) allowed on the floor due to safety and congestion.
6. All deliveries from EAC must come through the freight doors and not through the front doors whether it is tools, ladders, tool boxes, graphics, freight, etc.
7. All ladders, desks and job boxes must be removed prior to show opening unless storage is available and approved by Show Management or the official General Services Contractor.
8. EAC must register with the Show Manager per the instructions in the Exhibitor Manual all EAC forms need to be submitted properly (Union Labor only, no day labor or temporary agencies). **This includes all EAC labor groups, EAC supervisors; booth designer's and display houses (all must have proof on insurance). International EAC groups are not allowed to perform any labor and are only approved to supervise properly hired UNION LABOR.**
9. EAC are not allowed to solicit business on the show floor from any exhibitors at any time.
10. EAC shall operate within the confines of the exhibit booth space – for such items as service desks and or assembly areas.
11. EAC shall inform exhibitors of all costs associated with the use of the EAC.
12. EAC will not be allowed to perform exclusive services as outlined in the exhibitor manual.
13. EAC must follow the rules and regulations of the venue, and safety guidelines in addition to those of Show Management. **Union Labor holds jurisdiction on the Event.**
14. All materials brought into the exhibit area by the exhibitor or EAC must be removed completely after the event.
15. All photo IDs must be worn properly and visible at all times.
16. If Show Management wristbands have been issued, they must be worn at all times properly and correctly. EAC groups – any Third Party Contractor – must be approved by Show Management and cannot wear an exhibitor's badge.

Thank you for your cooperation.