

For Exhibitors intending to use a third party contractor for any services including payment, its own labor or contract for such services separately from EXPO, please read the following restrictions, requirements, and restraints. A non-official service contractor is any company, other than the designated official contractors, that an exhibitor wishes to use that requires access to the exhibit hall either before, during or after the Show. Use of a non-official contractor who requires any of the following services is not permitted: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning, and catering. NOTE: A valid and current copy of Exhibitor's contractor's Certificate of Insurance naming **Expo Convention Contractors Inc., Reed Exhibitions, Miami Beach Convention Center, City of Miami Beach and Spectra** as "Additionally Insured" must accompany this document. If these documents are not provided, Exhibitor will not be allowed to use contractor's services in the area where unions claim jurisdiction. Insurance minimum limits/requirements are: (a) Commercial liability insurance, on an occurrence form, in the amount of One Million (\$1,000,000.00) Dollars per occurrence for bodily injury, death, property damage, and personal injury. The policy must include coverage for premises operations, blanket contractual liability (to cover indemnification section), products, completed operations and independent contractors. (b) Automobile liability insurance in the amount of One Million (\$1,000,000.00) Dollars per occurrence to provide coverage for any owned and non-owned vehicles, including loading and unloading hazards. (c) Workers' compensation and employer's liability coverage as required by Florida Statute.

NOTE: Complete this form only if your company is using a Service Contractor other than EXPO Convention Contractors, Inc. to pay for services, unpack, erect, assemble, dismantle or pack your display. The local union claims jurisdiction over the erection, dismantling, repair and building of all exhibits. If using another service contractor they must use the local union labor either through their own contract or direct hire through Expo Convention Contractors, Inc.

PLEASE COMPLETE:

	Will indemnify and hold harmless EXPO Contractors, Inc. from and against any bodily injury or property damage liability claims, judgments, damages, costs or expense, including reasonable attorney fees, arising out of or occasioned by the operations performed by except for occurrences or accidents caused by the sole negligence of EXPO Convention Contractors, Inc., or for occurrences or accidents by any other party.
(Exhibiting Company Name)	
(EAC Company Name)	

Exhibitor Company Name:		Booth #:	
Address:			
City:	State:	Country:	Zip:
Telephone:		Fax:	
Authorized On-Site Representative:		Cell Phone:	
(Please Print)			

Name of Service Firm:			
Address:			
City:	State:	Country:	Zip:
Contact Name:		Telephone:	
Email Address:		On-Site Supervisor	
On-Site Cell Phone:			

NOTE: This form must be returned with a valid and current Certificate of Insurance naming EXPO Convention Contractors Inc., Show Management and Show Location from above as "Additionally Insured" by

The COI Must have ALL Additionally Insured named, Exhibitor Name and Booth # (see Sample COI for reference).

Labor Source: EXPO LABOR Local Union Direct Contract Other: _____

Please return via fax along with payment policy form 305.751.1298 or email to info@expocci.com

To assist you in planning for your participation in this event, we are certain you appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the Area Work Rules, we ask you to read the following:

FREIGHT HANDLING

The Local Union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading. An exhibitor may move material that is hand-carriable by one person in one trip, without the use of dollies, hand truck or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they are not permitted access to the loading dock area(s).

EXPO is responsible for receiving and handling all exhibit materials and empty crates. It is our responsibility to manage loading docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition.

EXHIBIT INSTALLATION AND DISMANTLING

We have an contract with the Local Union which claims jurisdiction over the installation and dismantle of tradeshow and exhibits. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the Union. Labor can be ordered in advance by returning the Labor form, or at show site, at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working on your booth.

GRATUITIES

We request that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for services rendered) employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when union employees have fifteen minute paid breaks. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

EXPO HOLD HARMLESS AGREEMENT / VEHICLE SPOTTING

The Association and Exhibitor will hold harmless EXPO Convention Contractors, Inc. for any damage or injury resulting from vehicle spotting. Damage or injury to Vehicle / Driver / 3rd Party Personnel / Display.

IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. It is recommended that any questions arising with regard to union jurisdiction or practices be directed to an EXPO management representative.