

It is the responsibility of the Exhibiting Company to insure that the Exhibitor Appointed Contractor-EAC and their personnel abide by the following guidelines and familiarize themselves with the procedures of the temporary badges accessibility on site.

GUIDELINES

- All insurance certificates, coverage required limits added insured, payment, and any other documents have to be submitted to Show management, and approved in order to retrieve the appropriate credentials, and gain access to the exhibit floor.
- Only the on site General Foreman will be allowed to pick-up the badges. **(no exceptions)**
- The General Foreman will be required to present a personalized company business card, and government ID to verify identity.
- Indicate the total number of badges needed for labor.
- These badges are valid during **Move-In and Move-Out ONLY.**
- EXHIBITOR APPOINTED CONTRACTOR personnel that require access to the exhibit floor during show days will be required to have an exhibitor badge.
- EXHIBITOR APPOINTED CONTRACTOR access on show days will be one hour prior to show opening and one hour after show closing.
- EXHIBITOR APPOINTED CONTRACTOR is required to submit listing of all other subcontractors that they may have to complete the job. (i.e. lightning, sound etc.)

- All personnel have to be badged prior to accessing the exhibit floor.
- Official union badges are not valid for exhibit access.
- All requests must be received prior to June 12, 2015.
- Requests for credentials will not be accepted after the deadline date. It is the Exhibitor's responsibility to ensure that EAC complies with all rules, regulations, and deadlines.

ONSITE DESK LOCATIONS

Show management has identified one location for the EAC Foreman to report and pick-up his/her badges:

Main Lobby: EAC Badge Desk.

