

# Exhibitor Appointed Contractors

*Exhibitor Appointed Contractors (EACs) are independent contractors hired by exhibiting companies. They can include labor building your booth, booth supervisors, booth designers, independent display companies, delivery personnel, technicians, Manufacturing Reps, etc.*

*An EAC will only be granted access to the show floor if NAB has received the EAC Work Authorization Form AND a valid Certificate of Insurance. There will be no exceptions.*

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## Guidelines and Regulations

- Exhibitors must notify NAB who their EACs are by submitting the [EAC Work Authorization Form](#) for each EAC. Be sure to include the EAC contact's email. This form must be submitted by **March 4, 2005**.
- EAC is to submit to NAB a valid Certificate of Insurance. **Note: NAB, GES and Las Vegas Convention Center must be named as additional insureds. For RTNDA@NAB, Las Vegas Hilton must be named as additional insured.**
- NAB will contact EAC regarding non-receipt of forms and invalid/incomplete Certificates.
- Exhibitor Manuals will not be distributed to EACs. Information from the Exhibitor Manual is available online.
- EACs are to check-in on-site in Las Vegas at Exhibitor Registration. Wristbands will only be distributed to EACs with an EAC Work Authorization Form and valid Certificate of Insurance on file.
- EACs are not allowed on the show floor during show hours.

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## EAC Work Authorization Form

- Exhibiting companies MUST notify NAB of any EACs who will be working on or supervising their booth no later than March 4, 2005, by completing and returning the **EAC Work Authorization Form** for each of their exhibitor appointed contractors.
- No EAC will be allowed on the floor unless we have received this form.
- If you are using an Official NAB Contractor you do not have to complete the EAC Work Authorization Form for them.

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## EAC Access to the Show Floor

### Wristbands

- Wristbands give EACs access to the show floor during move-in and move-out only.
- Wristbands will only be given to EACs if NAB has received all of the following forms:
  1. EAC Work Authorization Form, received from Exhibiting company
  2. Valid Certificate of Insurance, received from EAC
- An EAC without the EAC Work Authorization Form or without a valid Certificate of Insurance on file with NAB must provide completed documentation on-site before they will be allowed on the show floor -- **there will be no exceptions.**
- Wristbands will be distributed at the EAC desk at Exhibitor Registration.
- Wristbands are not available in advance.
- EAC wristbands are color coded for each day.
- They must be worn at all times during move-in and move-out and be clearly visible to security personnel.

# **NAB2005**

**THE WORLD'S LARGEST ELECTRONIC MEDIA SHOW**

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## **After Hours Work Pass**

- After Hours Work Passes are not available during move-in on Monday – Thursday.
- After Hours Work Passes are available if EACs need access to the show floor outside of the listed hours for move-in on Friday – Sunday or move-out the following Friday – Saturday.
- They can be obtained from the EAC Desk at Exhibitor Registration, 7:30am-5:00pm.

## **Booth Maintenance**

- If EACs need access to the show floor before or after show hours on show days, they will need to obtain a Booth Maintenance Pass from the EAC Desk at Exhibitor Registration, 7:30am-5:00pm.

## **Certificate of Insurance**

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**The Certificate of Insurance is a General Liability Insurance Certificate naming the NAB, GES and Las Vegas Convention Center as additional insured.** The EAC shall, at its sole cost and expense, procure and maintain through the term of NAB2003 (including move-in and move-out), comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased by NAB. Such insurance shall include contractual liability and product liability coverage, with the following limits.

### **General Liability Minimum Coverage Limits**

General Aggregate	\$2,000,000
Products – COMP/OP AGG	\$2,000,000
Personal & Adv Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (Any one fire)	\$100,000
Med. Exp. (Any one person)	\$5,000

### **Worker Compensation Insurance**

- Workers Compensation and Occupational Disease insurance shall be in full compliance with all federal and state laws, covering all of EAC's employees engaged in the performance of any work for the exhibitor.
- Please provide Workers Compensation Insurance policy information.
- Wristbands will not be issued without Worker's Compensation information.

### **Additional Insured**

- NAB, GES and Las Vegas Convention Center must be named as Additional Insured under the General Liability Policy for all aspects of the Show 4/11/05-4/23/05 in Las Vegas, NV.
- For RTNDA@NAB, NAB, GES and the Las Vegas Hilton must be named as Additional Insured under the General Liability Policy for all aspects of the Show.

### **Certificate Holders**

*Submit Certificates to NAB, GES and Las Vegas Convention Center (LVCC) to:*

**NAB;** Attn: Kristie Morris; 1771 N Street, NW; Washington, DC 20036; Fax: 1-202-775-2146

**GES;** 1624 Mojave Road; Las Vegas, NV 89104; Fax: 1-702-641-2694

**LVCC/Director of Facilities;** Las Vegas Convention and Visitors Authority; 3150 Paradise Road; Las Vegas, NV 89109; Fax: 1-702-892-2933

**Las Vegas Hilton;** Attn: Kevin Donnelly; 3000 Paradise Road; Las Vegas, NV 89109; Fax: 1-702-732-5186

### **Additional Information**

- All property of the EAC is understood to remain under its custody and control in transit to and from the confines of the exhibit hall and during the show.
- Please be advised that Exhibitors are responsible for NAB's receipt of a properly complete Exhibitor Appointed Contractor (EAC) Certificate of Insurance prior to the show. Exhibitor will be responsible for any losses, damages or injuries that are caused by or attributed to exhibitor's appointed contractor that are not covered or provided by the contractor's insurance.
- NOTE: NAB Show Management will not be able to intervene on an exhibitor's behalf in the event of inadequate performance from a non-official contractor selection.



**DEADLINE DATE:**

**March 4, 2005**

Exhibitor Appointed Contractor

## EAC Work Authorization

All Exhibitors using an Exhibitor Appointed Contractor (EAC), a contractor not listed in the **General Information Tab** of this manual, must return this form. EAC's include labor building your booth, supervisors and designers.

It is the exhibitor's responsibility to make sure the EAC sends their insurance certificate to NAB, GES and LVCC. EACs for RTNDA@NAB exhibitors must also send their insurance certificate to the Las Vegas Hilton. **No EAC will be permitted on the show floor if Show Management and GES have not received valid insurance certificates.** See the Sample Certificate under the **EAC/I&D Labor Tab** for more information. This form may be copied if you have multiple EAC's.

### Exhibitor Appointed Contractor Information

**MAIL THIS COMPLETED FORM TO:** NAB Exhibit Registration; 1771 N Street, NW; Washington, DC 20036

**OR FAX TO:** NAB Exhibit Services, (202) 775-2146

SERVICE TO BE PROVIDED (Exhibit House, Floral, etc.):			
EXHIBITOR APPOINTED CONTRACTOR		E-MAIL ADDRESS	
CONTACT	PHONE	FAX	
ADDRESS			
CITY	STATE	ZIP	COUNTRY

Is the above company authorized to order services on your behalf?  YES  NO

**Exhibiting Company:** \_\_\_\_\_

**The following must be completed:**

I hereby authorize the company noted above to perform services on our behalf. Further, they have been directed to the Exhibitor Service Manual information on the NAB website and I am authorized to bind them to the agreement that they will comply with all of NAB's Exhibit Contract Terms Rules and Regulations. I understand the Exhibitor Service Manual will not be mailed to them.

Name (Please Print)	Signature	Date
E-mail Address	Phone Number	

**NAB2005 SAMPLE**

Accord™	<b>CERTIFICATE OF LIABILITY INSURANCE</b>	Date: (MM/DD/YY)  <b>Date</b>
PRODUCER ABC INSURANCE COMPANY 123 MAIN STREET ANYTOWN, TEXAS 12345	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO TIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OF ALTER THE CONVERGAGE AFFORDED BY THE POLICIES BELOW.	
INSURED EXHIBITOR APPOINTED CONTRACTOR EAC ADDRESS CITY, STATE ZIP	COMPANIES AFFORDING COVERAGE	
	COMPANY A: COMPANY B: COMPANY C: COMPANY D:	

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	Minimum Coverage Limits
<b>A</b>	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTORS' PROT _____	<b>YOUR POLICY NUMBER</b>	<b>DATE EFFECTIVE</b>	<b>DATE EXPIRES</b>	GENERAL AGGREGATE	\$ <b>2,000,000</b>
					PRODUCTS - COMP/OP ADD	\$ <b>2,000,000</b>
					PERSONAL & ADV INJURY	\$ <b>1,000,000</b>
					EACH OCCURRENCE	\$ <b>1,000,000</b>
					FIRE DAMAGE (Any one fire)	\$ <b>100,000</b>
					MED EXP (Any one person)	\$ <b>5,000</b>
	AUTOMOBILE LIABILITY <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS _____				COMBINED SINGLE LIMIT \$ BODILY INJURY (per person) \$ BODILY INJURY (per accident) \$ PROPERTY DAMAGE \$	
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO _____				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY \$ EACH ACCIDENT \$ AGGREGATE \$	
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$	
<b>A</b>	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY THE PROPIETOR/ PARTNER/EXECUTIVE <input checked="" type="checkbox"/> INCL OFFICERS ARE: <input type="checkbox"/> EXCL	<b>YOUR POLICY NUMBER</b>	<b>DATE EFFECTIVE</b>	<b>DATE EXPIRES</b>	<input checked="" type="checkbox"/> WORK STATU-TORY LIMITS    OTHER \$	
	EL EACH ACCIDENT				\$	
	EL- DISEASE - POLICY LIMIT				\$	
	EL- DISEASE - EA EMPLOYEE				\$	
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS.VEHICLES/ EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

**National Association of Broadcasters, GES and Las Vegas Convention Center are named as additional insured under General Liability for all aspects of the Show Dates, 4/11/05-4/2405 in Las Vegas, NV.**

CERTIFICATE HOLDER  <b>National Association of Broadcasters (NAB)</b> <b>ATTN: Kristie Morris</b> <b>1771 N Street, NW</b> <b>Washington, DC 20036</b>	CANCELLATION SHOULD ANY OF THE THE ABOVE DESCRIBED BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30* DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE

**\*GES must be named as Certificate Holder for the Certificate of Insurance filed with GES.**

**RTNDA@NAB SAMPLE**

<b>Accord™</b>	<b>CERTIFICATE OF LIABILITY INSURANCE</b>	Date: (MM/DD/YY) <b>Date</b>
<b>PRODUCER</b> ABC INSURANCE COMPANY 123 MAIN STREET ANYTOWN, TEXAS 12345		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO TIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OF ALTER THE CONVERGAGE AFFORDED BY THE POLICIES BELOW.
<b>INSURED</b> EXHIBITOR APPOINTED CONTRACTOR EAC ADDRESS CITY, STATE ZIP		
COMPANIES AFFORDING COVERAGE		
COMPANY A:		
COMPANY B:		
COMPANY C:		
COMPANY D:		

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	Minimum Coverage Limits
<b>A</b>	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTORS' PROT _____	<b>YOUR POLICY NUMBER</b>	<b>DATE EFFECTIVE</b>	<b>DATE EXPIRES</b>	GENERAL AGGREGATE	\$ <b>2,000,000</b>
					PRODUCTS - COMP/OP ADD	\$ <b>2,000,000</b>
					PERSONAL & ADV INJURY	\$ <b>1,000,000</b>
					EACH OCCURRENCE	\$ <b>1,000,000</b>
					FIRE DAMAGE (Any one fire)	\$ <b>100,000</b>
					MED EXP (Any one person)	\$ <b>5,000</b>
	AUTOMOBILE LIABILITY <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS _____				COMBINED SINGLE LIMIT	\$
					BODILY INJURY (per person)	\$
					BODILY INJURY (per accident)	\$
					PROPERTY DAMAGE	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO _____				AUTO ONLY - EA ACCIDENT	\$
					OTHER THAN AUTO ONLY	\$
					EACH ACCIDENT	\$
					AGGREGATE	\$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	\$
					AGGREGATE	\$
						\$
<b>A</b>	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY THE PROPIETOR/ PARTNER/EXECUTIVE <input checked="" type="checkbox"/> INCL OFFICERS ARE: <input type="checkbox"/> EXCL	<b>YOUR POLICY NUMBER</b>	<b>DATE EFFECTIVE</b>	<b>DATE EXPIRES</b>	<input checked="" type="checkbox"/> WORK STATU-TORY LIMITS    OTHER	\$
					EL EACH ACCIDENT	\$
					EL- DISEASE - POLICY LIMIT	\$
					EL- DISEASE - EA EMPLOYEE	\$
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS.VEHICLES/ EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

**National Association of Broadcasters, GES and Las Vegas Hilton are named as additional insured under General Liability for all aspects of the Show Dates, 4/10/04-4/23/04 in Las Vegas, NV.**

<b>CERTIFICATE HOLDER</b>  <b>National Association of Broadcasters (NAB)</b> <b>ATTN: Kristie Morris</b> <b>1771 N Street, NW</b> <b>Washington, DC 20036</b>	<b>CANCELLATION</b> SHOULD ANY OF THE THE ABOVE DESCRIBED BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30* DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE

**\*GES must be named as Certificate Holder for the Certificate of Insurance filed with GES.**



## CONTRACTOR & VENDOR REQUIREMENTS

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**Any show-appointed and/or exhibitor-appointed company providing a service during conventions, trade shows and events on the property of the Las Vegas Convention Center or Cashman Center must comply with the following requirements prior to commencement of work at either facility. PERMITS ARE ISSUED ON AN ANNUAL BASIS.**

**To expedite permit processing, please submit payment and all documents to LVCVA at one time.**

1. **Annual Contractor Fee** **\$250.00**

- The Las Vegas Convention and Visitors Authority requires a two-hundred and fifty dollar annual fee from all Contractors providing a service at the Las Vegas Convention Center and/or Cashman Center.
- Submit this form with an **original signature by an appropriate company designee**
- Include evidence of compliance with the requirements set forth below
- Make check payable to the **Las Vegas Convention and Visitors Authority**
- Return this form with a check for the annual fee to the following address:

General Manager, Las Vegas Convention Center  
Las Vegas Convention and Visitors Authority  
3150 Paradise Road  
Las Vegas, NV 89109

2. **Clark County Business License-Required for Contractor work at Las Vegas Convention Center**

- Application should be made at the address set forth below
- There is a **one-time** Application Processing Fee.
- The License fee will vary based on the type of business or service to be provided
- Clark County Department of Business License will provide a receipt as proof of application
- The License will be mailed directly to the company address of record
- Allow forty-five (45) days for processing an application

Clark County Department of Business License  
500 Grand Central Parkway, Third Floor  
Las Vegas, NV 89155 (702) 455-0174  
[www.co.clark.nv.us](http://www.co.clark.nv.us) (Access County Services by Department)

**City of Las Vegas Business License-Required for Contractor work at Cashman Center**

- Application should be made at the address set forth below
- There is a **one-time** Application Processing Fee.
- The License Fee may vary based on the type of business or service provided
- City of Las Vegas Business Services will provide a receipt as proof of application
- The License will be mailed directly to the company address of record
- Allow thirty (30) days for processing an application.

3. **CERTIFICATE OF INSURANCE**

• **Workers' Compensation Coverage in the State of Nevada**

If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or [www.eicn.com](http://www.eicn.com)

- **General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additionally insured.**

4. **LEGAL COMPLIANCE – SIGNATURE REQUIRED BELOW**

For and in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis.

The undersigned agrees to provide all required payments and evidence of compliance with requirements set forth herein. Further, the undersigned agrees to the terms and conditions set forth in Section 4 hereof.

Name of Company: \_\_\_\_\_

Type of Business: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_ Date \_\_\_\_\_

Web Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**All documentation must be received BEFORE work may commence on the property of the Las Vegas Convention Center or Cashman Center**

**Direct questions to the Operations Division, LVCVA  
Phone (702) 892-7656 FAX (702) 892-2933**

**Have you provided all of the following AS ONE SUBMISSION:**

- Contractor Fee  
 Copy of Business License  
 Certificate of Insurance with Appropriate Coverage  
 This Form with Appropriate Signature

**SUPERVISORY PERSONNEL REQUIREMENTS  
LAS VEGAS CONVENTION & VISITORS AUTHORITY – 5/04**

Companies sending supervisory personnel to oversee installation of designed exhibits at shows at the Las Vegas Convention Center and/or Cashman Center may do so by providing LVCVA with the following certificates of insurance, a completed and signed Legal Compliance form, and answers to the questions listed below. **FAX INSURANCE FORMS AND THIS COMPLETED REQUEST TO THE LVCVA CONVENTION SERVICES DEPARTMENT AT 702-892-2933 PRIOR TO ARRIVAL ON PROPERTY.**

1. Certificates of Insurance:

- Workers' Compensation Coverage in the State of Nevada: If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or [www.eicn.com](http://www.eicn.com).
- General Liability in the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additionally insured.

2. Legal Compliance – Signature Required Below

For and in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis. The undersigned agrees to provide all required payments and evidence of compliance with requirements set forth herein. Further, the undersigned agrees to the terms and conditions set forth in Section 2 hereof.

Name of Company: \_\_\_\_\_

Type of Business: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_ Date \_\_\_\_\_

Web Address: \_\_\_\_\_ Telephone \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax \_\_\_\_\_

3. Convention to be attended: \_\_\_\_\_

4. Dates staff will attend show: \_\_\_\_\_

5. Attending employees' names: \_\_\_\_\_  
\_\_\_\_\_

6. Company providing installation labor: \_\_\_\_\_

City: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

(Note: Your labor company must have a current Exhibitor Appointed Contractor permit from LVCVA. If they do not, we will contact them for the necessary fee, licenses, and insurance BEFORE work may begin on your installation.)

7. Photo ID is required to access exhibit halls/meeting rooms. Contact Convention Services for further information if your staff does not carry company photo ID. If a show requires badges for daily access (in addition to your photo ID), contact your labor company to request that they include your staff for daily badges.

**THANK YOU FOR YOUR PROMPT RESPONSE. ANY QUESTIONS, CALL 702.892.2940.**

# Labor Unions

## Teamsters Union

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The Teamsters Union has the jurisdiction to install and dismantle exhibits and install floor coverings when persons other than your full-time company personnel do this work. The labor union, Local 631, claims exclusive jurisdiction of pre-assembly and installation of non-electrical hanging signs and all drayage (freight handling) services. Local 631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Workers hired from a non-union agency or company may not perform any of the functions mentioned above.

## International Brotherhood Of Electrical Workers (IBEW)

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Regardless of location, all electrical drops and distribution of power to displays or static lighting, including theatrical lights used as spots or floods for display purposes only, are assigned to IBEW, Local 357. In the case of productions, stages, stagettes or live presentations, IBEW will be responsible for obtaining power from available distribution centers on lines.

## International Alliance Of Theatrical Stage Employees (IATSE)

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Regardless of location, all programmable theatrical lighting, dimmer boards, production, stages, related rigging and audio visual, is assigned to IATSE, both for installation and operation and dismantling. Suspended trusses with the above equipment on it are also handled by IATSE.

For more information regarding labor union jurisdictions, please refer to the Las Vegas Show Site Work Rules sheet in this section.

## Ordering Labor

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The following installations must be performed by a labor union. The corresponding NAB2005 labor request form is indicated next to the service.

Installation	Form	Labor Union
Pre-Assembly & Installation of Non-Electrical Hanging Signs	GES Hanging Sign Form: Booth Furnishings Tab	Teamsters Local 631
Freight Handling/Drayage	GES Material Handling Form: Shipping/Material Handling Tab	Teamsters Local 631
Electrical Drops Distribution of power to display & static lighting	TSE Electrical Rental Order Form: Utilities Tab	IBEW, Local 357
Theatrical Lighting Dimmer Boards	TSE Electrical Rental Order Form: Utilities Tab	IATSE

**NAB2005**

Las Vegas Convention Center  
April 18-21, 2005

**RTNDA@NAB2005**

Las Vegas Hilton  
April 18-20, 2005

**OFFICIAL SERVICE CONTRACTORS**

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- a. Supervision may be provided by the Exhibitor.
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

**In both such instances, GES shall have no liability to any party for damage or injures caused by exhibitor or its third party agents.**

**EXHIBITOR APPOINTED CONTRACTORS**

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and GES Exposition Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and GES Exposition Services at least 10 days before the show opening. Coverage is defined in the event contract.
3. The Exhibitor Appointed Contractor to be used by the exhibitor must provide a certificate of insurance with at least the following limits:
  - a. Comprehensive General Liability not less than \$2,000,000 with respect to injuries to any one person in an occurrence.
  - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
  - c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
  - d. **GES Exposition Services and Show Management must be named as additional insureds.**  
Any exhibitor who does not have a certificate of insurance on file with GES Exposition Services and/or Show Management 10 days prior to the show may be removed from the show.
4. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, GES Exposition Services.
5. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary for licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
6. The Exhibitor Appointed Contractor:
  - a. Must agree to abide by all rules and regulations of the show, including all union rules and regulations.
  - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. All Certificates of Insurance shall name both GES Exposition and Show Management as additional insureds. See attached example.
  - c. Will share with GES Exposition Services all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
  - d. Must furnish Show Management and GES Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
  - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
  - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
  - g. Shall provide, if requested, evidence to GES Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
  - h. Must coordinate all of its activities with GES Exposition Services.
  - i. Must comply with all reasonable rules and regulations of the venue, Show Management, and/or Official Services Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
7. All information must be received in the GES Exposition Services office no later than 10 days prior to the show.



# Las Vegas Show Site Work Rules

## NAB2005

Las Vegas Convention Center  
April 18-21, 2005

## RTNDA@NAB2005

Las Vegas Hilton  
April 18-20, 2005

### Union Information

To assist you in planning your participation in your Las Vegas area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. **Please refer any questions you may have to an on-site GES Management employee. We will be happy to assist you in any way possible.**

### Teamsters Union

#### • *Exhibit Labor*

Teamsters Union Local #631 has jurisdiction through a labor agreement with GES Exposition Services for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company. To secure labor, please utilize the GES labor forms enclosed.

#### • *Freight Handling*

Teamsters Union Local #631 has jurisdiction through a labor agreement with GES Exposition Services for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

GES Exposition Services has the responsibility of receiving and handling all materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. GES Exposition Services will not be responsible for any material it does not handle.

An exhibitor may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

### Electrical Union

Electricians do electrical work, electrical sign hanging, and lighting without dimmers, Electricians always hang electrical hanging signs including rotating and header. Video monitors and plasma screens are installed by electricians unless a "live feed" is required. In the case of "live feed" requirements, Stagehands must perform the work. Electricians distribute power from the source to the booth floor; Exhibitors may plug-in their equipment into the 1 (one) 20A/120VAC receptacle. An electrician must be called for any increase in electrical service. Exhibitors may hang up to 4 (four) small clip-on lights per booth.

Electricians must be called for distribution of power in excess of 20A/120VAC per booth and all concealed and under carpet wiring. Electricians distribute all 208V and 480V power. Electricians hoist Teamster assembled signs weighing 300 lbs. or greater at LVCC. STS hoists signs weighing 200 lbs. or greater at the Sands Exposition.

#### • *Trusses*

*Ground supported*, stand alone, whose sole purpose is overhead distribution of electrical equipment is to be installed and removed by the electricians.

*Suspended trusses*, with motorized hoist and non-dimmable and non-programmable lights are electrician's work.

### Stagehands

Stagehands handle programmable theatrical lighting, production, related rigging, and audio-visual. Suspended trusses with or without legs, that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors, video wall, special effects equipment, and laser lighting are to be installed and removed by the stagehands. If the above list of equipment is not present on the truss, then it is either Teamster or Electricians as stated above. Meeting room ground support truss with Stagehand's equipment is Stagehand's responsibility.

### Tipping

**Our work Rules prohibit the SOLICITATION AND/OR ACCEPTANCE of tips by any of our employees. Our employees are paid excellent hourly wages denoting a professional status and tipping of any form is not allowed.**



# I & D Services



# How do I order GES I&D Services?

**STEP 1:** Contact a GES representative at **866.553.5589** for ordering assistance.

As a GES I&D Services client you will be in a unique position to leverage our dual status as both a leading general services contractor and premier provider of traditional “white-glove” service.

Only GES I&D can proudly offer you the following services:

## Labor

As your general service contractor, we have access to the best labor.

- On-site personnel during move-in, show hours and move out
- Full time installation and dismantling professionals
- Consistent, qualified crews from start to finish

## Customer service

- Immediate access to GES freight, electrical, and decorating divisions
- Ability to order GES services on site at I&D service area
- Single point of contact for billing and payment
- Priority status on the show floor for move-in and expedited return of empties

## Equipment and supplies

- Thoroughly stocked job boxes
- Up-to-date tools and equipment
- Forklifts on call for in booth crate movement
- Carpenter shop at show site
- Graphics shop at show site (when available)
- 24 hour runner service

## Additional services

- Pre-show coordination of services
- Standard or custom rental exhibits to fit your needs
- Repair or refurbishment to match existing displays
- Custom built exhibits
- Logistical assistance with transportation and storage on your trade show schedule
- Nationwide single point of contact
- Pre-show estimates of labor services
- Post-show review of all services for next years planning

## True nationwide coverage

- Atlanta, Baltimore, Birmingham, Boston, Chicago, Cincinnati, Cleveland, Dallas, Denver, Houston, Indianapolis, Las Vegas, Los Angeles, Miami, Milwaukee, Minneapolis, Montreal, Nashville, New Jersey, New Orleans, Orlando, Philadelphia, Phoenix, Portland, Reno, Sacramento, Salt Lake City, San Antonio, San Diego, San Francisco, San Jose, Seattle, St. Louis, Tampa, Toronto, Washington, D.C.

We also have labor, transportation, and storage packages available between this show and many other shows on your schedule.



# Key Information

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### Inbound Freight Information

Carrier \_\_\_\_\_ Shipped By \_\_\_\_\_ Date \_\_\_\_\_  
 Number of Pieces \_\_\_\_\_ Weight \_\_\_\_\_ Pro Number \_\_\_\_\_  
 Target Date \_\_\_\_\_ Loose Display \_\_\_\_\_ Crated Display \_\_\_\_\_  
 Shipped To: (Check One)     Warehouse     Showsite

### Set-up Information for GES Installation

**Set Up Drawings Attached** \_\_\_\_\_     Rental Carpet Color \_\_\_\_\_  
 **Set Up Drawings With Exhibit** \_\_\_\_\_     Own Carpet Color \_\_\_\_\_  
 Case/Crate Number \_\_\_\_\_     Padding \_\_\_\_\_  
 Number of Workers required for set up \_\_\_\_\_    Approximate time for set up \_\_\_\_\_  
 Forklift Ordered    Hrs. \_\_\_\_\_    Time \_\_\_\_\_    Special Equipment Required \_\_\_\_\_

### Did You Order —

Electrical                     Yes     No                    Electrical Under Carpet     Yes     No  
 Electrical Drawings        Attached     Sent to the Official Electrical Contractor     With the Exhibit  
 Booth Cleaning             Yes     No                    Other Items \_\_\_\_\_  
 Furniture                     Yes     No                    \_\_\_\_\_  
 A/V Furniture               Yes     No                    \_\_\_\_\_  
 Telephone                   Yes     No                    \_\_\_\_\_

### Outbound Freight Information *Please allow GES Logistics to arrange all your shipping needs. (888) 454-4GES (4437).*

Outbound Freight Charges \_\_\_\_\_    Consigned To \_\_\_\_\_  
 Prepaid     Collect                    Address \_\_\_\_\_  
 Bill To \_\_\_\_\_                    City/State/Zip \_\_\_\_\_  
 \_\_\_\_\_                    Second Consignee \_\_\_\_\_  
 \_\_\_\_\_                    Address \_\_\_\_\_  
 GES Storage \_\_\_\_\_    City/State/Zip \_\_\_\_\_  
 Method     GES Logistics     Common Carrier     AirFreight     Vanline     Other \_\_\_\_\_  
 Carrier (if known) \_\_\_\_\_  
 Contact \_\_\_\_\_    Phone \_\_\_\_\_

### Emergency Contact Information / Showsite Contact

Name \_\_\_\_\_    Title \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Other Means of Contacting This Person \_\_\_\_\_  
 Contact's Hotel \_\_\_\_\_    Arrival \_\_\_\_\_    Departure \_\_\_\_\_  
 Purchasing Authorization     Yes     No

COMPANY \_\_\_\_\_    EMAIL ADDRESS \_\_\_\_\_    BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_    AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_    DATE \_\_\_\_\_

**X**



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## **Our Trade Show Professionals Will**

- Ensure freight is received correctly and in your booth space prior to labor being dispatched.
- Supervise the installation and dismantling to ensure the correct and careful handling of your display.
- Coordinate with the electrical and furniture divisions for accurate show services delivery and installation.
- Package and label your empty display cases and boxes for storage during the show.
- Wipe down your display properties after installation.
- Review all of your show services to ensure 100% satisfaction on your part.
- Coordinate with you regarding any packing materials that may be required for the shipping of your product.
- At show close, work with freight to ensure a careful and expedited return of your empty cases.
- Carefully dismantle, repack and label your display materials for shipping.
- Complete and submit an outbound material handling form R-1 and fax you a copy with the outbound tracking number.

***See Labor Order Form L-1 and check the GES Supervised box.***



# Safety First!

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### **Safety is very important for everyone working in the exhibit hall - especially you!**

GES Exposition Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Exposition Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely. Thank you for your cooperation!

### **Exhibitor loss prevention guidelines at showsite**

- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES personnel for assistance.
- Forklifts and carts are to be used by authorized GES personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify a GES supervisor if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES representative of any safety issues or concerns.