



Exhibitor Appointed Contractor (EAC) Guidelines

Exhibitor Appointed Contractor- A contractor hired by the exhibitor to provide assistance with your equipment, display or products during move-in and/ or move-out and is not an employee of your company or of an official contractor for the show.

Exhibitors and Exhibitor Appointed Contractors must comply with the following guidelines:

1. An EAC shall have the right to provide services (except those services that are union exclusive) and utilize qualified employees on the exhibit floor at the request of an exhibitor. Exhibitors must submit the Exhibitor Appointed Contractor Authorization Form (page 2) to use an Exhibitor Appointed Contractor to aliciaf@mjbizdaily.com by Wednesday, April 10th, 2019.
 - a. The EAC must keep in effect an insurance policy covering the duration of the show dates- June 11th through June 14th that agrees with the Insurance Requirements set forth by MJBizCon.
 - b. Insurance must include worker's compensation/ employer's liability in the amount of \$1,000,000; and comprehensive general liability in the amount of \$1,000,000; and must meet the requirements established by the state of New Orleans.

The Certificate Holder needs to be listed as: Anne Holland Ventures Inc. dba MJBizCon

The following parties need to be added as additionally insured:

Freeman and Ernest N. Morial Convention Center

2. EAC must abide by existing labor regulations and/ or contracts and rules and regulations established by the Morial Convention Center and MJBizCon. All services provided by an EAC must be completed in a timely, professional manner within the established times for move-in/ move-out.
 - a. Move-in: Tuesday, June 11th, 8 AM-6 PM & Wednesday, June 12th, 8 AM- 2 PM (Show Floor must be cleared at 2PM for cleaning)
 - b. Move-out: Friday, June 14th, 3:00 PM-10:00 PM
3. The EAC must have all licenses, permits or bonding required by federal, state, county or municipal governments and Morial Convention Center prior to commencing work. The EAC must be able to provide show management with evidence of compliance if requested.
4. The exhibit floor, aisles, loading docks, service and storage areas will be under control of Freeman. The EAC must coordinate all activities with them and must fully cooperate and not interfere with the efficient utilization labor.
5. To gain admittance to the exhibit floor, the EAC must present their credentials to pick up a wrist band from show management in the registration area.
6. The EAC should always perform all services in a professional manner and not engage in solicitation of current or future business on the exhibit floor. Exhibitors are responsible for the conduct of the contractors they appoint.
7. The EAC must confine operations within the exhibit area of the exhibitor. Aisles and vacant areas may not be used as work, storage, or dispatch areas.
8. The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e. utilities, order forms, dates, hours, shipping information etc.)



June 12-14, 2019
New Orleans Morial Convention Center
900 Convention Center Blvd.
New Orleans, LA 70130

Exhibitor Appointed Contractor Authorization Form

Deadline: Wednesday, April 10th, 2019

Exhibiting Company: _____ **Booth Number:** _____

Name and phone # of onsite exhibitor: _____

We intend to use the following Exhibitor Appointed Contractor (EAC) to perform services in our booth:

EAC Company Name: _____

EAC Onsite Contact and Phone Number: _____

Type of Service to be Performed: _____

Number of EAC's to perform work onsite: _____

Exhibitor's Authorizaiton of Exhibitor Appointed Contractor Agreement:

I/we certify that I/we have authorized the EAC named above for services on our exhibit at MJBizCon NEXT. I/we further certify that I/we agree to and accept the Guidelines for EAC and that the EAC named above will adhere to all show, facility, and union rules and regulations and Guidelines for EAC. I/we will instruct the EAC to provide MJBizCon NEXT with a Certificate of Insurance verifying the required coverage no later than April 10, 2019. I/we understand that we are responsible for the actions of this EAC while completing services for our exhibit booth.

Signature: _____ **Date:** _____

Please return to this form and insurance certificate to:

Alicia Fresquez, Event Coordinator | E-mail: AliciaF@mjbizdaily.com | Phone: (720) 213-5868