

CELEBRATING 10 YEARS



## Exhibitor Appointed Contractor (EAC) Guidelines

**Exhibitor Appointed Contractor**- A contractor hired by the exhibitor to help with 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. EAC's are **only** allowed on the show floor during move-in and move-out hours.

### **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) along with the EAC's insurance to [sales@mjbizdaily.com](mailto:sales@mjbizdaily.com) by **Thursday, September 16, 2021**.
  - a. The EAC must keep in effect an insurance policy covering the duration of the show dates- **October 16 - October 23, 2021** 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 Nevada.
  - c. **The Certificate Holder needs to be listed as:** Anne Holland Ventures Inc. dba MJBiz Daily. The following parties need to be added as additionally insured: Anne Holland Ventures Inc. dba MJBiz Daily, Freeman and Las Vegas Convention Center.

*If the above requirements are not listed correctly on EAC's insurance, it will be rejected and need to be resubmitted.*
2. EAC must abide by existing labor regulations and/or contracts and all **Federal and Nevada laws and regulations** as well as those established by the Las Vegas Convention Center and MJBizDaily. All services provided by an EAC must be completed in a timely, professional manner within the established times for move-in/ move-out. All times are in PST.
  - a. **Move-in:** Sunday, October 17, 2021 1:00 p.m. - 6:00 p.m.- \*Show Mgmt. Approval needed  
Monday, October 18, 2021 8:00 a.m. - 1:00 p.m.- \*Booths 400 sq. ft. or bigger  
Monday, October 18, 2021 1:00 p.m. - 6:00 p.m. - \*All booths  
Tuesday, October 19, 2021 8:00 a.m. - 6:00 p.m.- \* All booths
  - b. **Move-out:** Friday, October 22, 2021 3:00 p.m. - 11:00 p.m.  
Saturday, October 23, 2021 8:00 a.m. - 12:00 p.m.
3. The EAC must have all licenses, permits or bonding required by federal, state, county or municipal governments and Las Vegas Convention Center prior to commencing work. The EAC must be able to provide security 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 of labor.
5. To gain admittance to the exhibit floor, the EAC must present their **Contractor Photo ID** to pick up a wrist band from security at the EAC check-in desk.
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.
  1. 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.
  2. 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.)



October 20-22, 2021  
Las Vegas Convention Center  
3150 Paradise Road  
Las Vegas, NV

## Exhibitor Appointed Contractor Authorization Form

**Deadline: Thursday, September 16, 2021**

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 **Authorization** of Exhibitor Appointed Contractor Agreement:

I/we certify that I/we have authorized the EAC named above for services on our exhibit at MJBizCon. 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 **MJBizDaily** with a Certificate of Insurance verifying the required coverage no later than **September 16, 2021**. I/we understand that we are responsible for the actions of this EAC while completing services for our exhibit booth.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_