



## **EXHIBITOR APPOINTED CONTRACTORS**

- WSA EAC General Information
- Exhibitor Appointed Contractor Application for Show Credentials
- Rules & Regulations For Exhibitor Appointed Contractors

# EXHIBITOR APPOINTED CONTRACTORS

## GENERAL INFORMATION

THE VENETIAN HOTEL  
LAS VEGAS, NEVADA • JULY 28-31, 2008

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### REQUIRED PAPERWORK

Every exhibitor appointed contractor is required to send in appropriate paperwork to The Collections at WSA and GES.

#### WSA Required Paperwork

- Certificate of Insurance
- Completed Application for Show Credentials
- Signed Rules & Regulations Form

#### GES Required Paperwork

- Certificate of Insurance
- Notice of Intent to Use Exhibitor Appointed Contractor

### MOVE-IN AND MOVE-OUT OF THE COLLECTIONS AT WSA

Move-in and move-out of The Venetian Hotel is very restricted as all freight must move through a limited number of elevators. Be sure to read through the Shipping & Material Handling section of this manual for details about how shipments should be packed, times and locations that shipments should be delivered and limitations on what can be brought into The Venetian Suites.

### RULES & REGULATIONS

Read through the Rules & Regulations section of this manual. This show is being held in hotel suites and subject to restrictions that are not normally found in an exhibit hall. Issues such as the moving of furniture, housekeeping, limits on electricity, and room damage all come into play and will affect the design and installation of a display.

### SOLICITING ON THE SHOW FLOOR

Solicitation on the show floor, at any time from the start of move-in to the end of move-out is strictly prohibited. Any non-official contractor engaged in solicitation on the exhibit floor will be removed from the exhibit floor and may not be allowed to provide services at future show.

# EXHIBITOR APPOINTED CONTRACTOR APPLICATION FOR SHOW CREDENTIALS

THE VENETIAN HOTEL  
LAS VEGAS, NEVADA • JULY 28-31, 2008

We have been requested and contracted to provide service for the following exhibitors subject to all of The Collections at WSA Rules & Regulations, and the Venetian Hotel Rules and Regulations, and those outlined for Exhibitor Appointed Contractors on the next page.

**NOTE: PLEASE SUBMIT THE FOLLOWING TO WSA NO LATER THAN JULY 3, 2008.**

- COMPLETED CREDENTIAL APPLICATION (This form)
- SIGNED RULES & REGULATIONS PAGE (Next page)
- CERTIFICATE OF INSURANCE
- PROOF OF WORKERS COMPENSATION INSURANCE

**CREDENTIALS MUST BE PICKED UP AT THE EAC CHECK-IN DESK LOCATED AT THE MOVE-IN ENTRANCE IN THE LAS VEGAS CONVENTION CENTER.**

Exhibitor	Booth #	Exhibitor	Booth #

Number of Badges for Move-in \_\_\_\_\_ Number of Badges for Move-out \_\_\_\_\_

Contracted Company \_\_\_\_\_ Phone \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

Supervisor \_\_\_\_\_

Phone \_\_\_\_\_ Fax# \_\_\_\_\_

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

We, on behalf of our directors, officers, employees, representative and agents hereby agree to fully abide by all of The Collections at WSA Rules & Regulations and the Mandalay Bay Convention Center, Sands Expo & Convention Center and the Venetian Hotel Rules and Regulations required of the exhibitors and those outlined on the next page for Exhibitor Appointed Contractors.

\_\_\_\_\_  
Signature of Authorized Contractor Representative

\_\_\_\_\_  
Date

**Complete this form and return by fax or mail to: OPERATIONS – Fax (818) 379-3173 • P: 818-464-7103  
The Collections at WSA • 15821 Ventura Blvd. Suite 415 • Encino, CA 91436**

## RULES & REGULATIONS FOR EXHIBITOR APPOINTED CONTRACTORS

Persons or organizations other than those designated as official contractors for THE COLLECTIONS AT WSA JULY 28-31, 2008 (referred to herein as "WSA") who are proposed for the performance of any services (referred to herein as "EAC") within the Venetian Hotel for an exhibitor and approved by Show Management of WSA will:

1. Be given the right to provide services requested of EAC by an exhibitor provided the requested services are not reserved to an exclusive contractor.
2. Not conflict with existing labor regulations or contracts and in fulfilling EAC's obligations, the Exhibitor Appointed Contractor shall adhere to all rules and regulations set up by the Facility and Show Management regarding entrance. EAC shall be signatory and conform to current accepted labor contracts. EAC WILL NOT have labor on show floor prior to the close of WSA each day.
3. EAC agrees to maintain such insurance that will fully protect, indemnify, hold harmless and defend WSA, and the Facilities and their respective members, officers, directors, agents and employees from any and all claims of any nature whatsoever, including attorney's fees, which may arise due to the actions of negligence of EAC or its directors, officers, employees, agents or representatives, including claims under the Worker's Compensation Act, and for personal injury, including death which may arise in connection with EAC's presence at WSA or services it provides to an exhibitor. Above required policies may not be canceled without 30 days advance written notice to Show Management.

EAC, at its own expense, is required to secure and maintain insurance coverage as stated in this paragraph through the duration of WSA, including move-in, show days and move out days. All such insurance will be primary of any other valid and collectible insurance of Exhibitor and will be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with EAC's obligations under this paragraph: (a) worker's compensation insurance to the statutory limits; (b) employer's liability insurance with limits not less than \$1,000,000 each accident; (c) comprehensive general liability insurance with limits not less than \$1,000,000 each occurrence combined single limit for bodily injury to any one person in any one occurrence, \$2,000,000 with respect to injuries to more than one person in any occurrence, and \$5,000,000 with respect to damage of property; (d) automobile liability insurance coverage for owned, non-owned and hired vehicles, including loading and unloading operations with minimum limits of \$1,000,000 per occurrence for bodily injury and \$500,000 for property damage.

WSA IS CERTIFICATE HOLDER. THE REQUIRED POLICIES AS STATED HEREIN MUST NAME AS "ADDITIONAL INSURED" THE FOLLOWING: (1) WSA AND ITS RESPECTIVE MEMBERS, OFFICERS, DIRECTORS, AGENTS AND EMPLOYEES; AND (2) LAS VEGAS CONVENTION CENTER AND THE VENETIAN HOTEL AND THEIR RESPECTIVE MEMBERS, OFFICERS, DIRECTORS, AGENTS AND EMPLOYEES. WSA IS CERTIFICATE HOLDER.

An "A" Rated insurance carrier authorized to transact business in the State of Nevada must issue the insurance coverage required. EAC shall, provide Show Management with a Certificate of Insurance (and complete copies of policies requested) and Additional Insured Endorsement documentation not less than thirty (30) days prior to the first move-in of WSA. Failure to provide the satisfactory Certificate of Insurance and the Additional Insured Endorsement document shall result in the barring of EAC's right to obtain access to or providing any services to an exhibitor during WSA at any Facility.

4. Have a true and valid order for service from an exhibitor at least two weeks in advance of WSA move-in date, and **shall not solicit business upon the show floor at any time during the move-in, show and move-out dates.**
5. Provide adequate notice to Show Management of the exhibitors who have retained them (at least 4 weeks in advance of the show), and the services to be performed for each exhibitor, as well as evidence of EAC's conformation with the provisions of paragraphs 3 and 4 above. Show Management will consider this notice from the Exhibitor Appointed Contractor as sufficient evidence of the relationship between EAC and its clients. Exhibitor will verify authorization for service upon request of Show Management.
6. Be responsible for adherence to all rules of ingress and egress in a timely fashion, act in a professional manner at all times, and shall have all crates labeled for removal from WSA suites and ballrooms prior to 12:00 p.m., SUNDAY, JULY 27, 2008 and complete installation prior to 8:00 pm on SUNDAY, JULY 27, 2008; and complete dismantling / packing prior to 5:00 p.m., FRIDAY, AUGUST 1, 2008.
7. Prior to starting work, EAC will furnish Show Management the names of all EAC's employees who will be working in WSA hall, as well as names, addresses and telephone numbers of key executives for emergency contact.
8. Cooperate fully with WSA official contractor and assist the official contractor in fulfilling its responsibilities, especially by refraining from placing an undue burden on the official contractor by interfering with the efficient utilization of labor by the official contractor.
9. Share with the official contractor all reasonable costs related to EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
10. EAC will indemnify, defend (with legal counsel satisfactory to Show Management), and hold harmless WSA, its sponsors, the Facilities and their respective owners, directors, officers, employees, members, agents and representatives, against all claims, actions, demands or liability of whatsoever kind and nature, including but not limited to judgments, interest, reasonable attorneys' fees, and all other costs and charges related to or arising out of EAC's noncompliance with or breach of this Agreement, the Rules and Regulations or the terms and conditions set forth in the Exhibitor Services Manual, claims of property or personal injury caused by or attributed in part or in whole to any action or failure to act whether by negligence or otherwise, on the part of the EAC or any of its officers, employees, agents, or representatives, excluding liability caused by the sole and gross negligence or willful misconduct of WSA, or its directors, officers, employees, representatives and agents.

Fill in the following information, sign and return to Operations at WSA – fax 818-379-3173

Contracting Company Name \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Contractor Representative

\_\_\_\_\_  
Date