



Las Vegas Convention Center, Las Vegas, Nevada

Exhibit Days: November 3 - 6, 2015

Education Days: November 2 - 6, 2015

## EXHIBITOR-APPOINTED CONTRACTOR (EAC) RULES

### EXHIBIT DAYS / HOURS

Tuesday, November 3, 2015	9:00am – 5:00pm
Wednesday, November 4, 2015	9:00am – 5:00pm
Thursday, November 5, 2015	9:00am – 5:00pm
Friday, November 6, 2015	9:00am – 4:00pm

### SET-UP / MOVE-IN DAYS / HOURS

Thursday, October 29, 2015	8:00am – 6:00pm.
Friday, October 30, 2015	8:00am – 8:00pm
Saturday, November 31, 2015	8:00am – 8:00pm
Sunday, November 1, 2015	8:00am – 8:00pm
Monday, November 2, 2015	8:00am – 10:00pm

**EAC may enter the hall at 7:30am on all set-up days with approved wristbands.**

### MOVE-OUT DAYS / HOURS

Friday, November 6, 2015	4:00pm – 11:00pm
Saturday, November 7, 2015	8:00am – 6:00pm
Sunday, November 8, 2015	8:00am – 12:00pm

### ORDER FOR SERVICE

- The EAC shall have a true and valid order for service from an exhibitor prior to submission of Exhibitor-Appointed Contractor Agreement.
- The EAC shall not solicit business on the Show floor.
- The EAC will provide advance notice to Show Management of the exhibitors who have retained them and the services to be performed for each exhibitor. Deadline for submission of notification is Friday, **October 16, 2015**.
- The EAC deadline to submit proof of insurance is Friday, **October 23, 2015**.
- If EAC has not provided advance notice and arrives at SEMA Show to perform work, Exhibitor will have to verify a valid order for service.

### RULES AND REGULATIONS

- The EAC is responsible for adherence to all **Exhibitor Rules and Regulations** and the **Exhibit Display Regulations**, and shall complete the assigned services within the prescribed time limit. EAC's are not permitted to solicit business on the Show floor.
- Prior to starting work, the EAC shall apply for wristbands for its own management personnel and any labor hired by the EAC and agrees to provide wristbands to all of its workers before they enter the Show.

### PERFORMANCE

- If the EAC fails to conform to regulations and requirements established by Show Management, the EAC may be asked to relinquish its wristbands and vacate the premises. In this case, the exhibiting company will have to make other labor arrangements to complete the setup or teardown of its booth, at its own expense.
- Any damage to the facility, exhibit areas or property of another exhibitor caused by the EAC will be the sole responsibility of the Exhibitor.



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### **INSURANCE: LIABILITY**

EAC must agree to obtain and maintain during the term of this Agreement a policy of comprehensive general liability insurance which consists of \$2,000,000 combined single-limit bodily injury and broad-form property damage, including broad-form contractual liability which names SEMA, the Las Vegas Convention & Visitors Authority, Westgate Resorts and Freeman as ADDITIONAL INSURED. EAC agrees that their insurance coverage will be of a "Best A" rating or better, and be primary and non-contributory to any other insurance coverage, and provides a Waiver of Subrogation in favor of SEMA, the Las Vegas Convention & Visitors Authority, Westgate Resorts and Freeman. The insurance required by this Agreement shall contain a provision which requires notification to Show Management 30 days in advance of any cancellation, non-renewal or material change in the policy terms.

Contractor shall have its carrier provide Show Management with the Certificate of Insurance by e-mail to [eac@sema.org](mailto:eac@sema.org) no later than seven days following the submission of the EAC Agreement. See next page to review a **Sample Certificate of Insurance**. Deadline for submission of insurance is **October 23, 2015**.

### **INSURANCE: WORKERS' COMPENSATION**

EAC warrants that it has in full force at all times during the term of this Agreement a policy of workers' compensation insurance which meets all federal and state requirements.

### **WRISTBANDS**

Wristbands may be picked up at the Las Vegas Convention Center during set-up days at the Show Office / EAC Wristband Pickup. *If no insurance has been submitted, no wristbands will be issued until insurance requirements are in compliance.*

All employees must wear company identification in addition to the wristbands supplied by Show Management. The Las Vegas Convention & Visitors Authority requires that all contractors comply with the Worker Identification System (WIS). EACs must submit and receive a WIS Badge for every individual working the Show. Apply for and receive the badge by going online at: <https://www.escawis.com/admin/home/>.

### **UNIONS**

Contractor services shall not conflict, violate or jeopardize in any way the existing labor regulations, agreements, contracts or relations; or cause any interference with or inconvenience to the SEMA Show or any exhibitor. Contractor shall adhere to the regulations established by the Las Vegas Convention & Visitors Authority, and SEMA regarding entering and exiting the convention center grounds and any work conducted at the Las Vegas Convention Center and/or Westgate Las Vegas Resort and Casino.



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**SAMPLE CERTIFICATE – DEADLINE DATE: October 23, 2015**

<b>ACORD</b>		7RPGEXH	OP ID: KR
<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 02/27/2015	
PRODUCER Buttine Underwriter Purchasing Group 33 East 33rd St., 5th Floor New York, NY 10016 John M. Buttine		Phone: 212-697-1010 THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Your Company Name Company Name (Line 2) Address City, State Zip		INSURERS AFFORDING COVERAGE NAIC # INSURER A: INSURER B: INSURER C: INSURER D: INSURER E:	

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADDL LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
X		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 1,000,000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <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 (Ea accident) \$ BODILY INJURY (PER PERSON) \$ BODILY INJURY (PER ACCIDENT) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under SPECIAL PROVISIONS below				<input checked="" type="checkbox"/> W/ STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 With respect to the 2015 SEMA Show, October 26, 2015 - November 9, 2015 (including move-in and move-out), Specialty Equipment Market Association (SEMA), the SEMA Show, Las Vegas Convention and Visitors Authority (LVCA), Westgate Las Vegas Resort and Freeman Company are named as Additional Insureds.

<b>CERTIFICATE HOLDER</b> SEMA001 SEMA Show c/o Specialty Equipment Market Association 1575 S. Valley Vista Drive Diamond Bar, CA 91765	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES 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 
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