



**AGREEMENT AND Rules and Regulations between GES and EAC  
TO BE COMPLETED BY EAC**

This form must be sent by email, with Certificate of Insurance to : [uitpmontreal2017@ges.com](mailto:uitpmontreal2017@ges.com)

All orders are governed by the GES Payment Policy and GES Terms and Conditions of Contract as specified in this Exhibitor Services Manual

**UITP 2017**

May 15-17, 2017  
Palais des congrès de Montréal

**Deadline to return form**

March 29, 2017

COMPANY NAME	EMAIL	BOOTH NUMBER
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The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an Exhibitor to perform certain services for the Exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

**Rules and Regulations**

1. EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Kit/Service manual, including all union rules and regulations, and accept liability for any negligent actions.
2. EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider 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 work if the condition cannot be corrected.
3. EAC agrees that show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
4. EAC must have all business licenses and permits required by the Province and City governments and the convention facility management prior to commencing work. A certificate of Insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move in.
5. This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
6. If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the Exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Kit/Services Manual.
7. EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC 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.
8. EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/Exhibitor depending upon the billing arrangement set up with GES. (Based upon EAC not number of booths)
9. The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the Exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not part of the Exhibitor's booth space and must be kept clear at all times.
10. During show hours only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
11. EAC has attached herewith certificates of insurance confirming the following required insurance :
  - Commercial General Liability, including contractual liability, with limits of not less than \$ 1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products and completed operations aggregate.
  - Automobile Liability with a limit of not less than \$1,000,000 combined single limit – each accident.
  - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease – each employee and \$1,000,000 disease – policy limit.
  - Umbrella/Excess Liability with a mimit of not less than \$1,000,000 each occurrence/aggregate.
  - The Commercial General and Automobile Liability Policies shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), the Show Management, the Show and the Venue as additional insureds on primary and non-contributory basis per the attached sample certificate of insurance.



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**Rules and Regulations (continued)**

12. EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labour. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and countereclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
13. Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.
14. EAC/Exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labour.
15. EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES)
16. The Exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labour or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.
17. The Exhibitor or its EAC should take steps to protect the Exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so Exhibitors may begin packing their product.
19. EAC/Exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle", the Exhibitor or the EAC depending upon billing arrangements with GES will be charged a one hour minimum for forklift rental and labour.
20. EAC/Exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or returning in large amounts of freight bills to the GES Servicer at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside to the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider but GES will be approved. This regulation is necessary due to 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 those materials are to be used only in their exhibit space.
25. Smoking is prohibited.
26. A faxed or emailed signature will serve as an original signature and will stand as a fully executed agreement once emailed or faxed to and received by GES.

Authorized Signature of EAC :

Sign here

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED NAME – PLEASE PRINT

\_\_\_\_\_  
DATE

Printed name : \_\_\_\_\_

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

Company : \_\_\_\_\_

Address : \_\_\_\_\_ City : \_\_\_\_\_

Province/State : \_\_\_\_\_ Postal Code : \_\_\_\_\_

Contact Name at Show Site : \_\_\_\_\_

Office Phone : \_\_\_\_\_ Cell Phone at Show Site : \_\_\_\_\_

**Official Use Only**

**Accepted by GES Authorized Representative :**

Sign here

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED NAME – PLEASE PRINT

\_\_\_\_\_  
DATE