

# california GIFT SHOW

**Return to:**  
**California Gift Show**  
**MMPI - Operations Department**  
**222 Merchandise Mart Plaza, Suite 470**  
**Chicago, IL 60654**  
**FAX: (312) 527-7998**

**Deadline: June 29, 2010**

## EXHIBITOR APPOINTED CONTRACTOR – (EAC)

California Gift Show has appointed Freeman as the official labor contractor for the installation and dismantling of the Show. As qualified union personnel are required to uncrate, assemble, dismantle and re-crate displays and equipment, it is essential that you make advance arrangements with Freeman, using the labor order form contained in this Set-Up Manual. For services such as electrical, plumbing, telephone, freight and booth cleaning, the contractors designated by California Gift Show must be used without exception.

Exhibitors are permitted to engage independent labor contractors for installation and dismantling, other than the designated "official contractor", provided exhibitors and their contractors adhere strictly to the following criteria:

1. Authorization must be sought by submitting to us this "Exhibitor Appointed Contractor(s)" form by June 26, 2009 for each EAC engaged by an exhibitor.
2. Only EAC's pre-approved and/or licensed by the Los Angeles Convention Center may be utilized. This requirement will be strictly enforced.
3. EAC's must provide us with this form, accompanied by a Certificate of Insurance showing possession of a public liability and property damage insurance policy of not less than \$2,000,000, and Workmen's Compensation Insurance to cover employees, must be submitted by the contractor and approved by Show Management or access will be denied. The certificate of insurance must name Merchandise Mart Properties, Inc., Merchandise Mart L.L.C., 350 North Orleans L.L.C., Vornado Realty Trust and Vornado Realty L.P. as additional insured. By submitting this form, the independent contractor named below hereby agrees to conform to guidelines contained in the exhibitor kit. If your client has not supplied to you a copy of the Exhibitor Guidelines, you may request a copy from Show Management. The Certificate of Insurance must be delivered to us by June 26, 2009.
4. EAC's must comply with all rules and regulations applicable to exhibitors specifically regarding display rules and established deadlines for the installation and dismantling of exhibits and the shipping of outbound freight.
5. No one will be allowed on the floor without proper show credentials. It is therefore imperative that EAC's notify us by **June 29, 2010** of the number of employees requiring badges. Personnel must pick up official set-up badges at exhibitor registration upon their badges at exhibitor registration upon their arrival at the Los Angeles Convention Center. Authorized workers must wear these set-up badges at all times while on the Show floor.
6. EAC's must comply with current labor contracts for appropriate labor jurisdictions at the Los Angeles Convention Center and shall not provide services in conflict with existing labor contracts, regulations or work rules.
7. EAC's must notify us in advance of Show set-up where they may be reached by telephone during the show in case of emergency.
8. EAC's shall cooperate fully with the official contractor and shall comply with all rules and regulations of the Los Angeles Convention Center.
9. EAC's agree to work from the services area location designated by Show Management.

NAME OF EXHIBITING COMPANY: \_\_\_\_\_ BOOTH NO: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

EXHIBITOR APPOINTED CONTRACTOR: \_\_\_\_\_  
(Company responsible for setting up booth)

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

On-Site contact name \_\_\_\_\_ estimated arrival at Show \_\_\_\_\_ Number of workers \_\_\_\_\_

Cell phone or emergency telephone number \_\_\_\_\_