

### PRINT 19 OFFICIAL CONTRACTOR

#### Freeman

Our official service contractor, Freeman, offers display packages and all ancillary services. Their Chicago office is available to assist you in planning your exhibit. Call (773) 379-5040 to discuss your needs with an Account Executive.

### WHAT YOU SHOULD KNOW BEFORE CHOOSING TO USE AN EXHIBITOR APPOINTED CONTRACTOR (EAC)

“EAC” is the name the trade show industry uses officially to describe “Exhibitor Appointed Contractors,” “I and D,” and “Display Houses”, as well as other service contractors that may be used by exhibitors, but are not officially appointed by Event Management.

If you are considering an EAC for PRINT 19, we suggest that you consider the following in your screening process:

1. How long has the EAC been in business?
2. Does the EAC have current liability and workers’ compensation insurance?
3. What services can the EAC offer you (e.g. labor, warehousing, exhibit repair, graphic capabilities, supervision, trucking, coordination of other services)?
4. What will they charge you?
5. How will they be staffed on the exhibit floor to respond to your needs and those of other clients they may have?
6. What is their after-hours availability for emergencies?
7. What other exhibitors have they worked with? (Get references!)

### YOUR LIABILITY WHEN YOU USE AN EXHIBITOR APPOINTED CONTRACTOR

If you decide to use the services of an Exhibitor Appointed Contractor (EAC, I & D, Display House), you should be aware that you assume third-party liability in the event that the EAC does not pay the general contractor or McCormick Place for charges incurred on your behalf.

### APTech RULES & REGULATIONS REGARDING EXHIBITOR APPOINTED CONTRACTORS (EAC)

1. All EACs must provide APTech Event Management with certificates of insurance and a form requesting to use EAC by the deadline date. EACs can fulfill this requirement by instructing their insurance agent/broker to issue ACORD 25 reflecting coverage and minimum limits as shown on the “How to Request Exhibitor Appointed Contractor” form.
2. The EAC shall provide, if requested, evidence to the official contractor that it possesses applicable and current contracts.
3. The exhibitor agrees that he/she is ultimately responsible for all services in connection with his/her exhibit, including freight, drayage, rentals and labor.
4. **If your EAC needs an Exhibitor Manual, the request must be made by the exhibiting company. Please e-mail: [kgreene@aptech.org](mailto:kgreene@aptech.org) or call the Sales Department at: (703) 264-7200. All pages of the Exhibitor Manual can also be found at: [www.PRINTevent.com](http://www.PRINTevent.com).**
5. The exhibit aisles and public spaces are not part of the exhibitor’s booth. Therefore, the EAC is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
6. Solicitation on the exhibit floor is prohibited.
7. For insurance and safety reasons, the official contractor designated by Event Management, Freeman, must be used for services such as rigging, drayage, decorator labor, carpenters and booth cleaning. No exceptions will be made.
8. All personnel are required to wear show-designated badges.
9. McCormick Place is a smoke-free facility. No smoking is permitted on the exhibit hall floor.
10. All bags, tool boxes, cartons, etc. removed from the exhibit floor are subject to inspection.
11. All personnel are required to follow all safety rules as set forth by Association for PRINT Technologies, McCormick Place, and Freeman.
12. Contractor supervisors are responsible for the conduct of their personnel.
13. Any personnel found in an unauthorized or unattended booth will be cause for all associate personnel to be asked to leave for the day.

### GUIDELINES FOR EXHIBITORS AND EXHIBITOR APPOINTED CONTRACTORS (EACs)

As PRINT 19 endeavors to become more environmentally friendly, all exhibitors and EACs must work together with Event Management and the event's general services contractor (Freeman) to remove waste and help with recycling efforts.

#### Removal of Excess Trash

Your contract with Event Management requires that the exhibit space be returned in the same manner in which it was received. Therefore, all carpet and padding must be rolled up and tape must be scraped off of the floor. Carpet, padding, promotional materials and display components must be removed from the hall accordingly. It is the responsibility of the exhibitor-appointed contractor to see that this condition is met. Exhibiting companies or Exhibitor-Appointed Contractors that do not remove the excess trash from their booth space will be billed for the removal.

#### Booth Setup Policy

To avoid last-minute clean-up, EAC's must make sure the exhibitor's booth is completely set (including product) by 4:30 pm, Wednesday, October 2.

### SUPPORT GREEN INITIATIVES AND ENVIRONMENTAL SUSTAINABILITY

Event Management, Freeman, McCormick Place and our trash removal contractors continue to provide a targeted recycling program at PRINT 19. Our goal is to improve our ability to reduce, reuse, and recycle as much waste as possible from the event, and to create a benchmark to measure our effectiveness in keeping event waste out of landfills. Exhibitors and Exhibitor-Appointed Contractors (EACs) have an extremely important role to play in our efforts to create a sustainable event. We are asking your assistance with the following:

#### During Move-in:

- Break down and flatten all corrugated boxes and place them at the edge of your booth—NOT in the aisles.
- Place all metal banding and wood separate from other trash at the edge of your booth.
- Trim out all visqueen by 4:00 pm on Wednesday, October 2.

Century Trade Show Services will do periodic sweeps throughout the day, focusing on corrugated materials, visqueen, metal, foam and trash. These items will be disposed of in separate compactors and open boxes for removal from the facility. Your assistance in breaking down cardboard is key to our efforts. By breaking it down, you make it much easier to handle and prevent recyclable boxes from becoming trash receptacles.

***The Event is opening at 10 am on Thursday and it is critical that exhibitors and their contractors adhere to the 4:30 pm booth set up policy.***

Any exhibitors or contractors who throw any type of trash into the aisles on Thursday morning prior to event opening will be charged for the trash removal and risk their participation at future Events.

#### During Event Days:

Please continue to break down corrugated cardboard containers and place at the edge of your booth for removal by Century Trade Show Services.

Each garbage can placed by columns in the aisles will be paired with a co-mingled recycling container, provided by Allied Waste. For this event, we will be accepting the following materials in the co-mingled recycling containers:

- aluminum cans
- tin cans
- glass bottles
- all other recyclable plastic containers which have been emptied and rinsed
- plastic bottles

Any other garbage should be placed in the standard waste receptacles.

Century Trade Show Services will dispose of the co-mingled recyclables separate from the general waste in specially designated compactors provided by McCormick Place.

#### During Move-out:

- Break down and flatten all corrugated boxes.
- Roll up any carpet and padding.
- Remove any double-faced carpet tape.
- Place any wood, carpet, padding and metal banding separate from other waste in your booth.

The effectiveness of any recycling program relies upon maintaining separate streams for materials which can be reused and recycled. A little extra attention on your part will go a long way towards helping us have a great program in 2019.

Thank you in advance for your assistance.

## How to Request Set-Up By Exhibitor Appointed Contractor (EAC)

### **DEADLINE: Friday, August 30, 2019**

The unpacking, erection, construction, assembling, dismantling and packing of displays and equipment must be done by the correct type of union labor. Freeman is the official decorator/contractor for PRINT 19 and will have skilled craftsmen available to assist exhibitors. Freeman will operate all motorized vehicles and will handle all freight movement. Arrangements for labor should be made through Freeman in advance. Official labor forms are included in this Manual behind Tab 4.

Exceptions will be considered only in cases where permission has been requested in writing for an EAC by the Exhibitor and received at the Association for PRINT Technologies by **Friday, August 30, 2019**. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim services, or dismantling of the Exhibition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by the Association for PRINT Technologies, in any contract with show service contractors or in its lease with McCormick Place. For services such as electrical, plumbing, telephone, drayage, and booth cleaning, no exception will be made, and the contractor designated by the Association for PRINT Technologies, must be used.

**Notification of request of EAC must be provided using the form on the next page.** Exhibitors who fail to notify Event Management, in accordance with these procedures, will be required to use labor from the official show contractor rather than their Exhibitor Appointed Contractor (EAC).

In order for an exhibitor to use an EAC, the following must happen:  
Exhibitors must provide APtech by Friday, August 30, 2019:

- 1) Certificates of Insurance from EAC, which must include public liability and property damage insurance for at least \$1,000,000 and workmen's compensation insurance in accordance with the local laws. Originals or copies of this certificate will be accepted. Both the Association for PRINT Technologies and Metropolitan Pier and Exposition Authority must be named as additional insureds.  
All agents representing the exhibitor must be fully identified by the official Association for PRINT Technologies badge. All EAC personnel will be required to wear a set-up badge which will be available on-site.
- 2) Complete the attached form.

**Please note that the form and the certificate of insurance (original or copy) from the EAC must both be sent to APtech to register your exhibitor appointed contractor. Forms received without the insurance certificate will be discarded.**

**Send this information by Friday, August 30, to:** Association for PRINT Technologies  
Attention: Debbie Woodcock  
1899 Preston White Drive  
Reston, Virginia 20191  
Telephone: (703) 264-7200, ext. 286  
Fax: (703) 620-9187  
E-mail: dwoodcock@aptech.org

## Exhibitor-Appointed Contractor (EAC) Request Form

**This form must be submitted if you intend to use ANY contractor not listed in the PRINT 19 Exhibitor Manual, including your display builder if a representative will be on-site.**

*Please Type or Print Clearly:*

Name of Person Completing Form: \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: ( \_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_

E-mail: \_\_\_\_\_

I/We intend to use the following company to service our exhibit at PRINT 19 to be held October 3-5, 2019 at McCormick Place North in Chicago, IL:

Contractor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: ( \_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Number of Personnel: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

**Attention:** The Contractor must maintain required worker's compensation on all employees on-site at PRINT 19 and must maintain public liability insurance naming Association for PRINT Technologies and the Metropolitan Pier and Exposition Authority as additional insureds in an amount not less than \$1 million per occurrence.

**I/We agree that the regulations concerning the use of an exhibitor appointed contractor will be followed.**

Request Submitted By: \_\_\_\_\_

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

**This form must be signed by an employee of the exhibiting company and received by Association for PRINT Technologies no later than August 30, 2019. Requests received after that date will not be approved.**

### Certificate of Insurance Requirements

#### Contractors must maintain:

- Required worker's compensation on all on-site event employees
- Public liability insurance; amount not less than \$1 million per occurrence

#### Name as additional insureds:

- 1) Association for PRINT Technologies
- 2) Metropolitan Pier & Exposition Authority

### Complete and return to:

**(Please retain a copy for your files.)**

Debbie Woodcock

Association for PRINT Technologies

1899 Preston White Drive

Reston, Virginia 20191 U.S.A.

Telephone: (703) 264-7200 • Fax: (703) 620-9187

E-mail: dwoodcock@aptech.org • www.PRINTevent.com

**Return on or before: Friday, August 30, 2019**