

Exhibitors please pass this sheet on to your contractors; it contains important information regarding show rules and regulations.

### I. What is an Exhibitor Appointed Contractor (EAC)?

An "Exhibitor Appointed Contractor" provides a service to an exhibitor's booth and is not listed as an official contractor in Key Contacts Section of this kit. The services an EAC may provide include installation and dismantle (I&D), models, entertainers, computer equipment, audio visual equipment, photography, floral or security. An EAC cannot provide a service that is indicated as exclusive in this kit.

### II. Guidelines and Regulations for Exhibitor Appointed Contractors (EACs)

- A. **Exhibitors must notify Show Management in writing, using the Exhibitor Appointed Contractor Notification Form by January 7, 2008** of the intention to utilize an independent contractor.
- B. Exhibitors shall notify Freeman in writing of their intent to use an Exhibitor Appointed Contractor.
- C. Exhibitor Appointed Contractors must comply with all show rules and regulations as stated in the Exhibitor Service Kit.
- D. Exhibitor Appointed Contractors must provide proof of a current **certificate of insurance** with a minimum of \$1,000,000 liability coverage, including property damage, to Show Management by **January 7, 2008**. The certificate holder must be listed as Nielsen Business Media at 14685 Avion Parkway, Suite 400, Chantilly, VA 20151 with the additional insureds as: The State of Georgia, the Georgia World Congress Center Authority, Freeman Companies, Nielsen, and Training 2008 and their respective officers and employees. The Certificate of Insurance must include the show dates and move-in and move-out period from February 1 - 6, 2008.
- E. Exhibitor Appointed Contractors must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work.
- F. Exhibitor Appointed Contractors will not be permitted access to your booth during show hours.
- G. It is the exhibitor's responsibility to ensure that their independent contractor complies with the local union rules and regulations.
- H. All on-site employees of the Exhibitor Appointed Contractor must wear proper show identification while on the show floor. The badges can be picked up at the Exhibitor Registration Counter.
- I. It is Show Management policy to only send Exhibitor Service Kits to registered exhibiting companies. It is the exhibitor's responsibility to forward all necessary forms and information to their EAC.

### III. General Show Information

- A. **Move-in:**

Friday, February 1	8:00am – 4:30pm	Exhibitor Move-In Commences
Saturday, February 2	8:00am – 4:30pm	Exhibitor Move-In Continues
Sunday, February 3	8:00am – 4:30pm	Exhibitor Move-In Continues
Monday, February 4	8:00am – 11:00am	Exhibitor Final Touch-ups permitted
- B. **Exposition Open Hours:**

Monday, February 4	11:45am – 5:15pm	Exhibit Hall Open
Tuesday, February 5	12:30pm – 5:30pm	Exhibit Hall Open
- C. **Move-out:**

Tuesday, February 5	5:30pm – 10:00pm	Exhibitor Move-Out
Wednesday, February 6	8:00am – 12:00pm	Exhibitor Move-Out
- D. **Official Contractor - please contact them directly for labor rates, furniture prices, etc.**

Freeman  
841 Joseph E. Lowery Blvd. NW.  
Atlanta, GA 30318  
Phone: 404-253-6494  
Fax: 404-898-0415

**\*All exhibits must be removed from the Exhibit Hall Wednesday, February 6 by 12:00PM. Any remaining displays will be dismantled, removed and shipped using the official show carrier at the exhibitor's or display house's expense and risk. For more information, contact the Exhibitor Hotline at (703) 488-2944.**