



500 Interstate W. Pkwy  
Lithia Springs, GA 30122  
Ph: 678-398-2650 Fax: 770-745-4267

## **OFFICIAL SERVICE CONTRACTOR (MC<sup>2</sup>) AND GUIDELINES FOR EXHIBITOR APPOINTED CONTRACTORS**

**Show Management, is acting on behalf of all Exhibitors. Service Contractor (MC<sup>2</sup>) to perform and provide necessary services and equipment.**

**Official Service Contractor (MC<sup>2</sup>) are appointed to:**

- a) Insure the orderly and efficient installation and removal of the overall exposition,
- b) Assure the distribution of labor to all Exhibitors according to need,
- c) Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself,
- d) See that the proper type and limits of insurance are in force, and
- e) Avoid any conflict with local union and/or exhibit hall regulations and requirements

**The Official Service Contractor (MC<sup>2</sup>) will provide all usual trade show services, including labor.**

**Exceptions are:**

- a) Supervision may be provided by the Exhibitor.
- b) The Exhibitor may appoint an exhibit installation contractor or display builder.

**Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantle contractor comply with the following requirements.**

- a) The Exhibitor must notify Show Management in writing and MC<sup>2</sup> of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- b) The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000.00 liability coverage, including property damage, to show management and MC<sup>2</sup> at least 10 days before move-in.
- c) The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including drayage, rentals & labor.
- d) The Exhibitor Appointed Contractor must have all business licenses, permits and Worker's Compensation insurance required by the State and City governments and the convention facility management prior to

commencing work, and shall provide Show Management with evidence of compliance.

- e) The Exhibitor Appointed Contractor will share with MC<sup>2</sup> all reasonable costs related to its operation, including overtime pay or stewards, restoration old exhibit space to its initial condition, etc.....
- f) The Exhibitor Appointed Contractor must furnish Show Management and MC<sup>2</sup> with the names of all on site employees who will be working on the exposition floor and see that they have and wear at all times necessary id badges as determined by Show Management.
- g) The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
- h) The Exhibit Appointed Contractor must confine its operations to the exhibit area of its client. 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.
- i) The Exhibitor Appointed Contractor shall provide if requested, evidence to MC<sup>2</sup> that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor 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.
- j) The exposition floor, aisles loading docks, service and storage areas will be under the control of the Official Service Contractor, MC<sup>2</sup>. The Exhibitor Appointed Contractor must coordinate all of its activities with MC<sup>2</sup>.
- k) For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary because of 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 is to be used in their exhibit space. Floral and photographic services must also be obtained through the Official Show Florist and Photographer.