



Notice of Exhibitor Appointed Contractor (EAC): Policies, Procedures, and Notification of Use Form

Deadline: December 8, 2017

Due to legal and labor issues, EAC deadlines are firm and cannot be extended. If deadlines are missed, exhibitors must order their services from the National Retail Federation's official contractors. No contractors will be allowed to work in the exhibitor's booth, at any time, if the National Retail Federation has not received proper notification by the above stated deadline.

The National Retail Federation reserves the right to remove an EAC whose actions jeopardize the on-time opening of the Exhibit Hall or whose employees fail to observe the regulations and procedures in the Prospectus, Service Kit, EAC Policies and Procedures and Exhibit Space Application/Contract. This includes the National Retail Federation no-smoking policy. Smoking is prohibited in the Jacob K. Javits Convention Center. Lack of compliance will result in a loss of priority points for the exhibiting company and dismissal of the EAC.

The National Retail Federation supports exhibitors' rights to designate their suppliers. To avoid confusion or misunderstanding, we've established the following procedures. Exhibitors may utilize the services of a company other than Freeman to perform installation and dismantling at NRF 2018

It is the EAC's Responsibility to insure the following procedures are practiced:

- The EAC should verify with their clients, the exhibitor, that the EAC Notification of Use Form from the Service Kit has been submitted to the National Retail Federation by **December 8, 2017**.
- An EAC may not submit this form on behalf of the exhibiting company. Any such form will not be accepted.
- U.S. Proof of insurance must be submitted to the National Retail Federation from the EAC by **December 8, 2017**. **If an EAC form has been submitted and the National Retail Federation has not received proof of insurance, the exhibitor will be required to use our official contractor for such service.** Insurance coverage must include:
 - The Certificate of Liability should indicate proof of insurance with limits of not less than \$1,000,000 for bodily injury, \$500,000 for property damage and \$1,000,000 for liability and workers compensation and name the National Retail Federation, Freeman, and the Jacob K. Javits Convention Center as additional insured. In addition, such insurance shall include contractual liability and products liability coverage with combined and single limits of liability of not less than \$1,000,000. The certificate of insurance must confirm full coverage for installation, show, and dismantling days.
- EACs must fully cooperate with the official contractors to efficiently use labor, equipment, space and time. EACs and their representatives also must abide by the rules and regulations as set forth in the Exhibit Prospectus and Exhibit Service Kit.
- To protect exhibitors and their priority points, EACs are encouraged to carefully review and adhere to all official National Retail Federation's Rules and Regulations. The National Retail Federation's Rules and Regulations can be found in the Exhibitor Service Kit. If EACs do not abide by the Rules and Regulations, exhibitors hiring those contractors will be penalized by loss of priority points.
- Please be advised that the National Retail Federation's **No-Smoking Policy will be strictly enforced**. Representatives of an EAC who violate this policy will be asked to leave the Exhibit Hall. Excessive violations by representatives of an EAC may result in revoking the EACs authorization to work.
- The EAC must have a valid order for service from an National Retail Federation exhibitor prior to arriving on site at the convention center. **Solicitation of business on the show floor is strictly prohibited.**



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- EAC supervisors and all labor personnel are required to carry a labor wristband at all times during installation and dismantle. Labor wristbands will be distributed to the designated on-site EAC supervisor for I&D labor. EAC supervisors are responsible for insuring that all personnel authorized have a labor wristband.

It is the Exhibitor's Responsibility to insure the following Labor Check-in Procedures are practiced:

- Approved Jacob K. Javits contractors will check in with the Jacob K. Javits Convention Center Security, and will receive a wristband for building entry.
- National Retail Federation's exhibit management will distribute wristbands for the EAC's and their crew that are not an approved contractors with the Jacob K. Javits Convention Center once confirmation of their COI has been verified as received by the December deadline.

**INCOMPLETE FORMS WILL NOT BE ACCEPTED · DEADLINE MUST BE MET TO BE APPROVED
U.S. PROOF OF INSURANCE MUST BE SUBMITTED FOR
ALL EXHIBITOR APPOINTED CONTRACTORS.
THERE WILL BE NO EXCEPTIONS.**

**SOLICITATION TO OTHER CLIENTS/EXHIBITORS IS NOT PERMITTED AND
WILL BE STRONGLY ENFORCED!**

- One form is required for each booth the exhibiting company has on the show floor.
- One form is required for each type of service to be contracted.
- This form may be duplicated.

EAC Notification of Use Form

Exhibiting Company Information (who you are working with):

Exhibiting Company: _____ Booth #: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email: _____

Address: _____

City, State, Zip: _____ Country: _____

The exhibiting organization listed above intends to use the following company to service an exhibit at the **National Retail Federation's 2018 Big Show** to be held at the Jacob K. Javits Convention Center in New York City, New York on January 14-16, 2018.



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The exhibiting organization listed above will be utilizing **Freeman's** services: Yes _____ No _____

Exhibitor Appointed Contractor Information:

EAC Company: _____

EAC Contact Person: _____

Address: _____

City, State, Zip: _____ Country: _____

Telephone: _____ Fax: _____

Email: _____

On-site Contact: _____ On-site Telephone: _____

On-site Email: _____

Please note that the Facility or official contractors will provide the following services exclusively:

- | | | |
|------------------------------|----------------------------|------------------------------|
| Booth Catering | Furnishings | Plumbing Service & Labor |
| Booth Cleaning | Internet Service and Labor | Security |
| Booth Decorating | Labor | Porter Service |
| Food for Cooking Demos | Lead Retrieval | Rigging |
| Electrical Service and Labor | Material Handling | Telephone Service & Internet |
| Forklifts and Drivers | | |

Please select the type of service this EAC will provide:

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Audio Visual | <input type="checkbox"/> Models | <input type="checkbox"/> Installation and Dismantle (Labor) |
| <input type="checkbox"/> Computer Rentals | <input type="checkbox"/> Photography | <input type="checkbox"/> Installation and Dismantle (Supervision Only) |
| <input type="checkbox"/> Hazardous Waste Disposal | <input type="checkbox"/> Floral | <input type="checkbox"/> Other (i.e.: Business Suite) |

I have read and agree to the EAC Policies and Procedures and the National Retail Federation Rules and Regulations and understand that these rules are a part of the Exhibit Space Application/Contract.

Exhibitor Name: _____
(Please Print or Type)

Exhibitor Signature: _____ Date: _____

***** Please attach your EAC's Certificate of Insurance with this form *****

Please return this form to:

**Kimberly Deptula
Customer Service Concierge / Exhibit Coordinator
A. Fassano & Company / on Behalf of NRF**

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