# Reed Exhibitions (EAC) Exhibitor Appointed Contractor Code of Conduct
## C2E2 2013

For **(EAC) E**xhibitor **A**ppointed **C**ontractors, Third Party Groups, Display Houses, **EAC** Supervisors and **EAC** Labor.

**DEFINITION of an EAC**

An **E**xhibitor **D**esignated **C**ontractor **(EAC)** is any company other than one of the designated official contractors which an exhibitor wants to employ inside the exhibit hall before, during (by special pass and/or wristband), or after the show. ). This includes all EAC display houses, display sales representatives, designers, EAC labor and supervisors. **An EAC should not be wearing an exhibitor badge.** No permission to use an Exhibitor Designated Contractor will be given for the performance of the following services:

- Electrical, Plumbing & All Other Utilities
- Telephone / Communications
- Drayage / Forklift Operations
- Rigging - Overhead or Genie Lift (Hydraulic or Manual)
- Booth Cleaning
- Catering / Food Service
- **No outside Security of any kind.**

**EAC CODE to FOLLOW**

1. **EAC** who fails to have their booth set and crates removed by the published time will be billed by Show Management a fee for late set up.
2. **EAC** will check in and check out their labor through the designated entrance for each hall.
3. **EAC** will adhere to all target times and load their freight accordingly if servicing more than one customer on the floor.
4. **EAC** will not use saws, routers, or other wood and/or metal cutting devices outside of the confines of the exhibit space.
5. No **EAC** carts (three wheeled or flatbed) allowed on the floor due to safety and congestion.
6. All deliveries from EAC must come through the freight doors and not through the front doors whether it is tools, ladders, tool boxes, graphics, freight, etc.
7. All ladders, desks and job boxes must be removed prior to show opening unless storage is available and approved by Show Management or the official General Services Contractor.
8. **EAC** must register with the Show Manager per the instructions in the Exhibitor Manual all EAC forms need to be submitted properly. **This includes all EAC labor groups, supervisors, booth designers and display houses. International EAC groups are not allowed to perform any labor and are only approved to supervise properly hired UNION LABOR.**
9. **EAC** are not allowed to solicit business on the show floor from any exhibitors at any time.
10. **EAC** shall operate within the confines of the exhibit booth space – for such items as service desks and or assembly areas.
11. **EAC** shall inform exhibitors of all costs associated with the use of the EAC.
12. **EAC** will not be allowed to perform exclusive services as outlined in the exhibitor manual.
13. **EAC** must follow the rules and regulations of the venue, and safety guidelines in addition to those of Show Management.
14. All materials brought into the exhibit area by the exhibitor or **EAC** must be removed completely after the event.
15. All photo IDs must be worn properly and visible at all times.
16. If Show Management EAC wristbands have been issued, they must be worn at all times properly and correctly. **An EAC should not be wearing an exhibitor badge.**

Thank you for your cooperation.