

Reed Exhibitions EDC Code of Conduct

For (EDC/EAC) Exhibitor Designated Contractors, Third Party Groups, Display Houses, EDC Supervisors and EDC Labor.

DEFINITION of an EDC

An Exhibitor Designated Contractor (EDC) 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. 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
- Security

EDC CODE to FOLLOW

1. EDC's who fail to have their exhibitor-customer's booth set-up and crates removed by the published time will be billed by Show Management a fee for late set up
2. EDC's will check in and check out their labor through the designated entrance for each hall.
3. EDC's will adhere to all target times and load their freight accordingly if servicing more than one customer on the floor.
4. EDC's will not use saws, routers, or other wood and/or metal cutting devices outside of the confines of the exhibit space.
5. No EDC carts (three wheeled or flatbed) allowed on the floor due to safety and congestion issues.
6. All deliveries from EDC's 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 and job boxes must be removed prior to show opening unless storage is available and approved by Show Management or the designated official general services contractor.**
8. **EDC's must register with the Show Manager, per the instructions in the Exhibitor Manual and all EDC forms need to be submitted properly.**
9. EDC's are not allowed to solicit business on the show floor from any exhibitors at any time.
10. EDC's shall operate within the confines of the exhibit booth space – for such items as service desks and or assembly areas.
11. EDC's shall inform exhibitors of all costs associated with the use of the EDC.
12. EDC's will not be allowed to perform exclusive services as outlined in the exhibitor manual.
13. EDC's must follow the rules and regulations of the venue, in addition to those of Show Management.
14. All materials brought into the exhibit area by the exhibitor or EDC must be removed completely after the event.
15. All photo IDs must be worn properly and visible at all times.
16. If Show Management wristbands have been issued, they must be worn at all times properly and correctly.

Thank you for your cooperation.