



LCT Show East

Harrah's Resort Atlantic City - Atlantic City, New Jersey

November 4 - 6, 2018

Event Code: M161381118

Connect With Us! email baltimore@shepardes.com phone (410) 737-9270 fax (410) 737-9274 mail 7079 Oakland Mills Rd, Columbia, MD 21046

Exhibitor Appointed Contractor

Discount Deadline Friday, October 05, 2018

This form is to be completed by the Exhibitor and returned to Shepard by deadline date noted above.

Exhibiting Company Name Booth # Contact Email Address

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the event organizer in a contract as an exclusive service for the "general or official: service provided or other third party.

No EAC will be allowed to work in an exhibitor's booth if this EAC form, a valid form of insurance, a third party payment authorization form and an exhibitor payment authorization is not completed by an authorized representative and received by Shepard by the due date indicated above. The Form must be completed for every third party (as well as any other ordering third party ordering or requesting services from Shepard on behalf of exhibitor) at the above event. Multiple booths are not to be listed on one form. If form is not submitted by deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

Exhibitor Appointed Contractor Contact Name Street Address City Phone # Description of proposed service for Exhibitor

The EAC hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as the certificate holder for the time period of the event, including move-in and move-out days. Listing Shepard Exposition Services as an additionally insured only will not be accepted, and may prevent EAC from working on the premises. If EAC does not have minimum coverage and proper documentation, they will be subject to employing Shepard Exposition Services for labor services.

The EAC must abide by the rules and regulations of the show and all pertinent union regulations. EAC employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

Solicitation of business by EAC is strictly prohibited. EAC companies discovered soliciting will be removed from the show floor and the exhibitor will not be able to use that EAC for the remainder of the event.

The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

EAC employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

EACs agrees to keep all No Freight Aisles clear at all times. If SES is required to rearrange any material situated in a clearly No Freight Aisle, the exhibitor or the EAC depending on billing arrangements will be charged a 1 hour minimum forklift rental and labor.

Exhibitor Please Sign Exhibitor Signature



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Third Party Payment Authorization

Discount Deadline Friday, October 05, 2018

Return this form when a third party (any party other than exhibiting company) should be billed for services.

Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name _____ Booth # _____

Exhibiting Company Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Contact Email Address _____

Please Sign



Exhibiting Company Authorized Signature _____

Exhibiting Company Authorized Name - Please Print _____

Step 2: Check Services Below to Invoice to the Third Party

All Services

- Booth Cleaning
- Carpet
- Exhibit Display Rentals
- Installation/Dismantling Labor
- Material Handling
- Rental Furniture
- Overhead Rigging/Labor
- Other (please specify): _____

Step 3: Provide Third Party Contact Information

3rd Party Name _____ 3rd Contact Name _____

3rd Party Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Contact Email Address _____

Step 4: Complete Third Party Credit Card Charge Authorization with Signature

CREDIT CARD INFORMATION (Required for all forms of payment)



Credit Card #: _____

Expiration Date: _____
Month Year Security Code

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____ (Please Print)

Please Sign



Card Holder Signature _____

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.



Insurance Requirements - **Mandatory**

Deadline: October 11, 2018



This form is available online!

For form Click Here No need to print and fax!

What is this?

Each exhibitor is required to provide a certificate of proof of insurance for additional insureds and to hold harmless EACH of the following: Bobit Business Media, LCT/NLA Show East, Harrah's Resort Atlantic City, Caesars Entertainment and Shepard Exposition Services.

Does it apply to me?

Yes! It is **mandatory for every exhibitor** and you agreed to this regulation when signing and submitting your space contract. As an exhibitor, ***you are required to carry workmen's compensation and commercial general liability to include contractors, personal injury and blanket contractual liability insurance.*** You MUST provide this proof of coverage by the **deadline October 11th 2018** to move into the exhibit hall.

In addition, you are required to show ***proof of auto insurance*** if you are displaying a vehicle in the exhibit hall or driving a vehicle to the loading dock.

Why?

This blanket insurance will cover your company if someone gets hurt in your booth. This will protect your company from liability if a situation arises.

How do I get it?

It is a lot easier than it seems! You may already have coverage in place. A Certificate of Insurance may be obtained through your primary insurance agency, or you may be able to obtain a rider's policy on your homeowner's insurance, business/commercial or auto insurance. Call your insurance provider with the requirements below and they will guide you through the process.

If you don't already have coverage, you can use any provider you can easily purchase it from the provider below. General Liability is \$99 and if you need auto they are happy to provide a quote. Again, if you already have coverage, you can just provide a certificate of insurance. If you don't you can purchase it from the contact below.

RainProtection Insurance

ATTN: Sales

Phone: (800) 528-7975

Email: sales@rainprotection.net

Sign up online at [link](#) or find additional information in the [Service kit](#).

Mandatory Coverage **Exhibitor Liability Insurance**

As a standard requirement for all of our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

This insurance must be in force during the lease dates of the event, November 3-6, 2018, naming Bobit Business Media/LCT/NLA Show East (3520 Challenger St. Torrance, CA 90503) as the certificate holder. The Additional Insureds must read as follows: Bobit Business Media/LCT/NLA Show East, Harrahs Resort Atlantic City, Caesars Entertainment , and Shepard Exposition Services.

Bobit Business Media has requested that Rainprotection serve as their insurance management company. In addition to being able to provide exhibitors with insurance, we are also collecting and verifying that all insurance certificates, regardless of the insurer, are verified for compliance. **If you have your own insurance, please submit a copy to Sales@rainprotection.net.**

If You Do Not Have Your Own Insurance, You Can Purchase Your Insurance Now

Simply purchase your insurance, which is already pre-filled with all of the proper show information, directly online using a credit card.

Click the link below to Purchase your Liability Insurance for just \$99:

<https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=8a613fc08bfb>

NON USA EXHIBITORS - Address and Phone Number instructions:

When filling in your company information it will ask for a phone number and address. Please use the following:

Address - 777 Harrah's Blvd, Atlantic City, NJ 08401

Phone Number - (800) 528-7975

Mandatory Coverage **Workers Compensation/Employers Liability**

As a standard requirement based in the state you are domiciled in, you are required to provide proof of Workers Compensation insurance with limits not less than \$1,000,000 for each occurrence. This insurance cannot be purchased from Rainprotection Insurance. Please submit a copy to Sales@rainprotection.net.

Mandatory Coverage **Auto Liability Insurance**

If automobile insurance will not be included on your certificate then you must supply a copy of the insurance for any vehicle that will be driven onto the site for unloading, loading or display purposes. If you are not using an auto for the show, this coverage is not necessary. The auto declarations page must show active policy dates, vehicles covered, and a minimum Bodily Injury/Property damage liability of a combined single limit of \$150,000.

We can offer this coverage for you but only if you first purchased Liability Insurance from us through the link above.
[Please see page 2 for this application.](#)

Optional Coverage **We also offer affordable short term Equipment/Merchandise/Display Insurance**

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

[Click Here for the Instant Equipment Insurance Enrollment Form](#)



Supplemental Hired/Non-Owned Auto Application

If the Contract with the Event Venue requires Hired/Non-Owned Automobile Coverage and you and any subcontractors you hire are not using any automobiles in conjunction with the event, please click: Yes

If you did not answer "YES" above, please answer the following questions:

- 1) What is the amount being charged to rent or lease the vehicles:
- 2) Are all drivers at least 25 years of age? Yes No
- 3) Do all drivers have a valid United States driver licenses? Yes No
- 4) Do any of the hired vehicles seat more than 12 people? Yes No
- 5) What will the vehicles be used for?

Please select an Option:

- Option 1: \$150,000 Hired/Non-owned Auto Liability Coverage can be added for an additional premium of \$250.00.
- Option 2: \$500,000 Hired/Non-owned Auto Liability Coverage can be added for an additional premium of \$550.00
- Option 3: \$1,000,000 Hired/Non-owned Auto Liability coverage is available for additional premium subject to a Minimum Premium of \$900.00 and our receipt and approval of our Hired/Non-owned Auto supplemental application. Please note that 12 and 15+ Passenger Vans are excluded.

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly provides false information in an application for insurance may be guilty of a crime and may be subject to civil fines and criminal penalties. I certify that the above information is true and coverage is not applicable until accepted by Rainprotection Insurance.

Name of Applicant **Date**

I am the Applicant and I choose to use an Electronic Signature by Clicking: Yes