

EXHIBITOR-APPOINTED CONTRACTOR (EAC)/STAND BUILDER SECURITY REQUIREMENTS

The following security regulations and precautions will be used for the security and safety of all participants of EBACE.

- During move-in and move-out, all exhibitors, stand builders and EACs will be **required** to wear security wristbands or exhibitor badges in order to enter exhibit halls.
- Security wristband order forms should be completed and returned to Securitas (EBACE security provider) prior to arrival on site. **The deadline to submit order form is 22 March 2019. Order forms submitted after the deadline date are subject to financial penalties.**
- Stand builders' and/or EAC companies' supervisors responsible for all work performed at Palexpo are responsible for picking up security wristbands for their staffs the afternoon **prior** to each day of use.
- Security wristbands will be available for pick up during move-in from the desk in the Hall 4 Foyer and at the 24-hour security door 620 beginning on Monday, 13 May from 12:00 – 17:00 and during move-out.
- Distribution of EAC wristbands for the Static Display teardown will occur at door 620 at 12:00 noon and access beginning at 13:00 on Thursday, 23 May 2019.
- The color of the wristbands, which are sequentially numbered, will change daily.
- All stand builders and/or EAC supervisors and workers will be required to wear the wristband around their wrists before entering the exhibit area. Individuals wearing the wristband other than on the wrist, such as on belt loops, badge lanyards, etc., will be denied entry to the exhibit hall. Cut, torn, re-taped, or otherwise altered wristbands will be confiscated, and the individual refused entry to the exhibit hall. There will be no exceptions. The supervisor will be responsible for notifying their labor of this rule and enforcing it at all times.
- Stand builders and/or EACs will be responsible for notifying all of their personnel of the location of the designated area where they will receive the wristbands each day. Supervisors should remain at that location until all of their workers have been checked in. If the supervisor is not present, the worker(s) will not be permitted to enter the exhibit hall.
- Sub-contracted EACs and/or stand builders will not be accepted on site without proper insurance and notification in advance through the online form to show management.
- **Exhibitor Intent to Use:** Exhibitors who fail to register their exhibitor-appointed stand builder/EAC by the 22 March 2019 deadline will be required to hire the services of the EBACE official service contractor, Freeman, for installation and dismantling of their stand.



- **EAC Contract/Application & COI:** EACs who have not been registered by the exhibitor and/or EACs who have not completed the online contract/application and provided a copy of their insurance certificate may not be permitted to work on site at EBACE.
- **Stand Drawings:** Stand drawings must be submitted for all raw space, including inline raw space, even if exhibitor will be using same stand as in previous years. Stand drawings will not be reviewed by show management until the Notification of Intent to Use Exhibitor-Appointed Contractor form and EAC Contract/Application have been completed online and the EAC's Certificate of Insurance has been received.
- **Liability:** It is the EAC's responsibility to ensure that all their representatives abide by EBACE2019 Rules & Regulations. The EAC is responsible for the actions of their staff and all sub-contractors.
- **Badging:** EACs who will be performing services in exhibitors' stands during official show hours must wear exhibitor badges. Installation and dismantling individuals working other than official show hours are required to wear setup and teardown wristbands.
- **Workspace:** EACs must work in the confines of their exhibitors' purchased exhibit space.
- **Soliciting:** No soliciting by EACs is permitted on the show floor during move-in, move-out or on show days.