

FLIGHT ATTENDANTS/ FLIGHT TECHNICIANS CONFERENCE

May 5-7
2020
HARTFORD, CT



EXHIBITOR-APPOINTED CONTRACTORS (EACs)/THIRD-PARTY CONTRACTOR GUIDELINES

Exhibitors have the option of using Freeman (the official service contractor for FAFT2020), a qualified independent exhibitor-appointed contractor (EAC) or full-time personnel from their own company to install and dismantle displays.

WHAT IS AN EXHIBITOR APPOINTED CONTRACTOR?

An exhibitor-appointed contractor (EAC) is any individual or company that is not an employee of your company and is hired to install/dismantle/provide service to your booth (i.e.; installation/dismantling contractors, booth designers/builders, non-official florists, furniture suppliers, laborers, etc.).

Exhibitors may use an EAC if:

1. The service to be performed is not listed as an exclusive service;
2. The exhibitor has designated the EAC as their service provider on the [Exhibitor-Appointed Contractor form](#); and
3. The EAC submits the EAC Application/Contract and Certificate of Insurance to NBAA and agrees to abide by all EAC rules.

Notification

- EACs and any of their subcontracting companies must complete the online [Exhibitor-Appointed Contractor \(EAC\) Application/Contract](#) and must upload their company's Certificate of Insurance (COI) by **Apr. 20, 2020**.
- If the requirements have not been met by **Apr. 20, 2020**, the exhibitor will be required to hire the services of the FAFT2020 official service contractor, Freeman, for installation and dismantling of their stand.

INSURANCE FOR EAC's/STANDBUILDERS

Insurance

- EACs must complete the [Exhibitor-Appointed Contractor \(EAC\) Form/Contract](#), which is an agreement between NBAA and the EAC stating the EAC has the appropriate insurance and upload their company's certificate of insurance for approval in advance.
- EAC's are advised to have a copy of the insurance certificate with them on site.

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EAC INSURANCE COVERAGE

EAC agrees to maintain the insurance coverage at all times during FAFT2020, including move-in and move-out periods. Evidence of insurance coverage must be available for inspection at the

Connecticut Convention Center (CCC). NBAA reserves the right to request evidence of insurance coverage at any time. These requirements in no way limit the liability of EAC.

- Workers' Compensation – Statutory as per the respective state or country
- Employers Liability:
 - Bodily Injury by Accident (\$100,000 each accident);
 - Bodily Injury by Disease (\$100,000 each employee & \$500,000 policy limit).
 - Employers Liability coverage must include coverage territory provisions to include the territories for which the event will take place.
- Commercial General Liability Insurance
 - EAC must maintain comprehensive general liability insurance, including broad form contractual liability coverage, with limits of at least \$1,000,000 combined single limit, per occurrence, for personal and advertising injury, bodily injury and property damage.
 - This insurance must be primary and non-contributory to any other insurance coverage and EAC must obtain a waiver of subrogation on each policy in favor of the additional insured parties. National Business Aviation Association, Inc.; Connecticut Convention Center; and Freeman must each be named as additional insureds.
- Automobile Liability Insurance
 - EAC that owns or operates any vehicle at the CCC must maintain automobile liability insurance with limits in an amount adequate to cover all of their motor vehicles at the CCC, but not less than \$500,000.
 - This insurance must be primary and non-contributory to any other insurance coverage and EAC must obtain a waiver of subrogation on each policy in favor of the additional insured parties. National Business Aviation Association, Inc.; Connecticut Convention Center; and Freeman must each be named as additional insured.

All insurance must be primary and noncontributory to any other insurance coverage and each exhibitor shall obtain a waiver of subrogation on each policy in favor of the additional insured parties. National Business Aviation Association, Inc.; Connecticut Convention Center; and

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Freeman its officers, directors, officials, agents and employees must each be named as additional insured on the liability insurance policies to the limits of each policy, even if those limits are in excess of the above requirements.

EXHIBITOR-APPOINTED CONTRACTORS (EACs)/THIRD-PARTY CONTRACTORS

Onsite Setup

- EAC's and all of their job boxes must remain within the exhibitors' contracted space.
- EAC's must not use common areas, aisles or adjacent exhibitor space as production areas.
- The use of segways, golf carts, electric carts, skateboards, hoverboards, inline skates, roller skates or scooters (either motorized or foot-powered) or any other motorized vehicle are not permitted to be used by EAC staff within the exhibit halls.
- EACs must not smoke within exhibit hall – including e-cigarettes.

Badges

- Exhibitors utilizing the services of an installation and dismantling company/EAC during official show hours must provide exhibitor badges for those individuals.
- Installation and dismantling individuals working other than official show hours are required to wear setup and tear-down wristbands.

Local Labor Jurisdiction

- PLEASE NOTE: Facilities do not use uniform national rules.
- Hotel Bell Carts are not allowed on the exhibit hall floor.
- In the CCC an exhibitor may "hand carry" booth materials provided they do not use any dollies to assist them. When exhibitors choose to "hand carry" their items, they may not be permitted to access the loading dock/freight door areas.
- The teamsters, hired through Freeman, local union has jurisdiction for the erection and dismantling of all exhibits, unless this work is performed by a full-time employee of the exhibiting company. In this case, the company personnel should carry proper company identification.
- If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non- union agency or company.
- To secure labor, teamsters should be hired through Freeman (labor order forms available in the exhibitor service kit) or through an exhibitor appointed contractor.

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SMOKING

Smoking is prohibited in the exhibit halls at FAFT2020 during move-in, on show days and during move-out. Individuals who are caught smoking in the exhibit halls will be given a warning. If caught smoking in the exhibit halls a second time, individuals will be removed from the exhibit hall and will not be permitted to work for the remainder of the day.

SEGWAYS, SKATEBOARDS, IN-LINE/ROLLER SKATES, ELECTRIC FOOTBOARDS AND SCOOTERS

The use of segways, skateboards, hoverboards, inline skates, roller skates, bicycles or scooters (either motorized or foot-powered) or any other motorized vehicle is not permitted on Connecticut Convention Center property.

DRAWING APPROVAL

- NBAA requires all exhibitors with 20-ft by 20-ft island booths to submit detailed stand drawings including dimensions, for approval to NBAA Show Management for FAFT2020.
- Drawings will not be reviewed until EAC contract, EAC COI and complete drawings have been received.
- Please refer to the Booth Rules to see a detailed list of rules for your exhibit space prior to designing your space to be sure that it complies with show rules.
- **Exhibitors must submit stand drawings for prior approval, each year, even when using the same booth as in previous years,**

Stand drawings must include the following:

- Exhibitor name and booth number
- Rendering packet, including back view
- Technical Drawings
- Stand dimensions (heights, widths, and lengths of hard walls, including glass)
- Orientation (label surrounding stand numbers)
- Maximum exhibit height within booth

NOTE: Exhibitors who have not received prior approval for their stand drawing may be delayed upon move in. Stand drawings, EAC contract & EAC certificate of Insurance must be received before stand drawing will be reviewed.