

Return To:  
**SOURCEMEDIA**  
 1 State Street Plaza, 27 Floor  
 New York, NY 10004  
**Attn: Usha James**  
 Phone: (212) 803-6577  
 Fax: (212) 803-1594  
 e-mail: usha.james@sourcemedia.com

**EAC NOTIFICATION  
 DEADLINE DATE  
 AUGUST 28, 2009**

Send Copy To: **F R E E M A N**  
 841 Joseph E. Lowery Blvd NW  
 Atlanta, GA 30318  
 (404) 253-6494 • Fax: (404) 898-0415  
 FreemanAtlantaES@freemanco.com

NAME OF SHOW: **22nd ANNUAL BENEFITS FORUM & EXPO / SEPTEMBER 13- 15, 2009**

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COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

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ADDRESS: \_\_\_\_\_ BOOTH SIZE \_\_\_\_\_ X

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CITY/STATE/ZIP: \_\_\_\_\_ CUSTOMER # \_\_\_\_\_

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PHONE #: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

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SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

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CONTACT'S E-MAIL \_\_\_\_\_

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E-MAIL FOR INVOICE \_\_\_\_\_  CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

**NOTIFICATION OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR**

*If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail to the addresses listed above.*

Company Name: \_\_\_\_\_ BoothNo: \_\_\_\_\_

Contact at Show: \_\_\_\_\_

EAC: \_\_\_\_\_

Address of EAC: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Service to be Performed: \_\_\_\_\_

\_\_\_\_\_

Inform your Exhibitor Appointed Contractor that they must send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

**Please read the Rules and Regulations for use of Exhibitor Appointed Contractors on the reverse.**

EXHIBITOR appointed contractor

# Rules and Regulations for Exhibitor Appointed Contractors

**Exhibitors may appoint their own sub-contractors only for the physical set-up and dismantling of their display. All other show services must be provided by the Official Service Contractor, Freeman.**

Exhibitor Appointed Sub-Contractors must comply with the following requirements:

1. The Exhibitor must notify Show Management and Freeman, in writing, of their intention to utilize their own appointed Sub-Contractor, a minimum of 30 days in advance of show date, furnishing the name, address and telephone number of the firm, and the name of the on-site person who will be in charge of the operation.
2. The Exhibitor Appointed Sub-Contractor must have all licenses, permits or bondings required by federal, state, county, and municipal governments and the exposition hall management, prior to commencing work, and shall provide Show Management with evidence of compliance.
3. The Exhibitor Appointed Sub-Contractor must carry a minimum insurance coverage of \$1,000,000.00 in bodily injury insurance, \$100,000.00 to \$500,000.00 in property damage and \$1,000,000.00 in liability and workers compensation, and shall provide Show Management and Freeman with a certificate of insurance showing coverages and amounts.
4. The Exhibitor Appointed Sub-Contractor must follow the scheduled work times or pay any additional cost incurred because of extended work hours.
5. The Exhibitor Appointed Sub-Contractor must furnish Show Management and/or Freeman with the names of all employees who will be working on the exposition floor and see that they have and wear, at all times, the necessary badges.
6. The Exhibitor Appointed Sub-Contractor MAY NOT solicit business on the show floor.
7. The Exhibitor Appointed Sub-Contractor must confine his operation to the exhibit area of his client(s). No service desks, storage areas or other work facilities will be located elsewhere in the exposition hall.
8. The Exhibitor Appointed Sub-Contractor must comply with all labor agreements and practices, and must not commit, or allow to be committed by persons in his employment, any acts that could lead to work stoppages, strikes or labor problems.
9. The exposition floor, aisles, loading docks, service and storage areas will be under the control of Freeman. The Exhibitor Appointed Sub-Contractor must coordinate all activities with Freeman.
10. The Exhibitor Appointed Sub-Contractor will share with Freeman all reasonable costs related to their operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. It will be the responsibility of the The Exhibitor Appointed Sub-Contractor to remove all tape they installed from the floor, and any bulk trash from the exhibit hall (such as skids or crates) or be billed accordingly by Freeman for the labor to do so.