



Las Vegas Convention Center ● Las Vegas, Nevada
Exhibit Days: October 31 – November 3, 2023
Education Days: October 30 – November 3, 2023

EXHIBITOR-APPOINTED CONTRACTOR (EAC) RULES

SET-UP / MOVE-IN DAYS / HOURS

Thursday, October 26, 2023	8:00am – 6:00pm	Targeted Exhibitors
Friday, October 27, 2023	8:00am – 8:00pm	Targeted Exhibitors
Saturday, October 28, 2023	8:00am – 8:00pm	Targeted Exhibitors
Sunday, October 29, 2023	8:00am – 8:00pm	Targeted Exhibitors
Monday, October 30, 2023	8:00am – 10:00pm	All Exhibitors

- **EAC may enter the Las Vegas Convention Center Exhibit Halls at 7:30am on set-up days with approved wristbands.**
- **Note that the SEMA Show has a targeted move-in schedule and if EAC wants to set-up on targeted day, freight should be sent to advance warehouse.**

MOVE-OUT DAYS / HOURS

Friday, November 3, 2023	4:00pm – 11:30pm	All Exhibitors
Saturday, November 4, 2023	7:30am – 6:00pm	All Exhibitors
Sunday, November 5, 2023	8:00am – 12:00pm	Exhibitors <i>by appointment only</i>

- **If EAC intends to begin any tear-down of Exhibits after 12:00pm on Saturday, November 4th, please inform Floor Manager or Show Management in Show Office – C102.**
- **Any Exhibitor freight NOT picked up by specified carrier by 12:00pm on Sunday, November 5th will be returned to the Freeman warehouse where storage fees will accrue; or will be shipped with an official carrier at Exhibitor's expense.**

ORDER FOR SERVICE

- Any Exhibitor-Appointed Contractor (EAC) providing a service during the SEMA Show at the Las Vegas Convention Center must obtain an annual permit prior to conducting any work on property. To apply for an EAC permit, contact the Las Vegas Convention Center at EACPermit@lvcva.com.
- The EAC shall have a true and valid order for service from an exhibitor prior to submission of Exhibitor-Appointed Contractor Agreement.
- **The EAC shall not solicit business on the Show floor. (This includes passing out Business Cards.)**
- The EAC will provide advance notice to Show Management of the exhibitors who have retained them and the services to be performed for each exhibitor. **Deadline for submission of EAC application and proof of insurance is: Friday, October 6, 2023.**
- If EAC has not provided advance notice and arrives at SEMA Show to perform work, Exhibitor will have to verify a valid order for service, submit EAC application & proof of insurance prior to being allowed on the Show floor.
- *EAC's requesting access to the Show Floor during show days will be verified with Exhibitor. Upon verification, specific badges will be picked up in the Show Office – C102.*

RULES AND REGULATIONS

- The EAC is responsible for adherence to all **Exhibitor Rules and Regulations** and the **Exhibit Display Regulations**, and shall complete the assigned services within the prescribed time limit. EAC's are not permitted to solicit business on the Show floor.
- Prior to starting work, the EAC shall apply for wristbands for its own management personnel and any labor hired by the EAC and agrees to provide wristbands to all of its workers before they enter the Show. EAC Management may pick up wristbands outside of C102.
- EAC Management will set-up in a designated area and all workers will check-in at that location. **EAC personnel can report to Door 41 at the LVCC for check-in with their management.**



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PERFORMANCE

- If the EAC fails to conform to regulations and requirements established by Show Management, the EAC may be asked to relinquish its wristbands and vacate the premises. In this case, the exhibiting company will have to make other labor arrangements to complete the setup or teardown of its booth, at its own expense.
- Any damage to the facility, exhibit areas or property of another exhibitor caused by the EAC will be the sole responsibility of the Exhibitor.

INSURANCE: LIABILITY

EAC must agree to obtain and maintain during the term of this Agreement a policy of comprehensive general liability insurance which consists of at least \$2,000,000 combined single-limit bodily injury and broad-form property damage, including broad-form contractual liability which names SEMA, the Las Vegas Convention & Visitors Authority, Westgate Resorts and Freeman as ADDITIONAL INSURED. EAC agrees that their insurance coverage will be of a “Best A” rating or better, and be primary and non-contributory to any other insurance coverage, and provides a Waiver of Subrogation in favor of SEMA, the Las Vegas Convention & Visitors Authority, Westgate Resorts and Freeman. The insurance required by this Agreement shall contain a provision which requires notification to Show Management 30 days in advance of any cancellation, non-renewal or material change in the policy terms. See last page to review a **Sample Certificate of Insurance**. (Certificate of insurance must cover Show dates including move-in and move-out.)

Contractor shall have its carrier provide Show Management with the Certificate of Insurance by e-mail to eac@sema.org along with the submission of the EAC Agreement. **Deadline for submission of EAC application and proof of insurance is: Friday, October 6, 2023.**

INSURANCE: WORKERS’ COMPENSATION

EAC warrants that it has in full force at all times during the term of this Agreement a policy of workers’ compensation insurance which meets all federal and state requirements.

UNIONS

Contractor services shall not conflict, violate or jeopardize in any way the existing labor regulations, agreements, contracts or relations; or cause any interference with or inconvenience to the SEMA Show or any exhibitor. Contractor shall adhere to the regulations established by the Las Vegas Convention & Visitors Authority, and SEMA regarding entering and exiting the convention center grounds and any work conducted at the Las Vegas Convention Center and/or Westgate Las Vegas Resort and Casino.

WRISTBANDS

EAC worker wristbands may be picked up at the Las Vegas Convention Center just outside the Show Office – C102 during set-up days. *If no insurance has been submitted, no wristbands will be issued until insurance requirements are in compliance.*

All employees must wear company identification in addition to the wristbands supplied by Show Management. The Las Vegas Convention & Visitors Authority requires that all contractors comply with the Worker Identification System (WIS). EACs must submit and receive a WIS Badge for every individual working the Show. Apply for and receive the badge by going online at:

<https://wis.esca.org/>



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EAC WRISTBAND PICK-UP HOURS

EAC main contact may pick-up work wristbands (as long as EAC application and proof of insurance have been received in advance) just outside the Show Office / C102.

- EAC may enter the Las Vegas Convention Center Exhibit Halls on set-up days at 7:30am with approved wristbands.
- *ALL EAC's requesting access to the show floor on show days will be verified with exhibitor. Upon verification, wristbands may be picked up in the Show Office / C102.*

WRISTBAND PICK-UP HOURS

Thursday, October 26, 2023	7:00am – 5:00pm	Move-in
Friday, October 27, 2023	7:00am – 5:00pm	Move-in
Saturday, October 28, 2023	7:00am – 5:00pm	Move-in
Sunday, October 29, 2023	7:00am – 5:00pm	Move-in
Monday, October 30, 2023	7:00am – 3:00pm	Move-in
Friday, November 3, 2023	2:00pm – 6:00pm	Move-out
Saturday, November 4, 2023	8:00am – 2:00pm	Move-out

ELECTRIC CART / BIKE POLICY

All carts / bikes operated on LVCVA property must be registered annually with the LVCVA Security Department. Included in the registration process is an annual safety inspection which will be completed at time of registration.

ANNUAL REGISTRATION AND INSPECTION

- Carts / Bikes can be registered at any time and permits are valid from January 1st through December 31st each year. The annual fee is \$10.00.
- Registered vehicles will be issued a permit which will be conspicuously mounted near the ignition of the electric cart or mainframe of the bicycle.
- All carts / bikes will be safety inspected at time of registration. The following are the requirements all vehicles must adhere to while operating on LVCVA property.
 - Carts – Name of company operating cart must be prominently display on cart.
 - Carts – Must have functional headlight, taillight, horn, brakes and locking on/off switch.
 - Bicycle permits are registered to companies, not individuals.
 - Bicycles – Must have a mounted red flag at least 8" x 8" visible at least (4) feet above the seat and reflectors visible from the front and rear.
- EAC must show proof of insurance for carts/bikes with same limits of liability and hold harmless clause required by EAC.

CART CHARGING

- Freeman will set-up a designated cart charging location for EACs. No charging in non-designated area.
- Cart charging inside the building is strictly prohibited.
- Use of extension cords from inside building to vehicles is prohibited.
- **EAC must order and pay for electric from Freeman.**

RESTRICTIONS & SAFETY

- Carts/Bikes can only be used during move-in and tear-down, never during show hours.
- Carts are prohibited from driving on the sidewalk areas of the North and Central Plazas and the portecochere, specifically the areas north of freight door 1 and east of Paradise and Convention Center intersection.
- No carts / bikes are allowed on carpeted building areas.
- While operating a cart, cell phone usage is strictly prohibited.
- **Carts are to be operated in a safe manner at all times, observing rules and speed limits of LVCVA. Operators must reduce speed when making turns and during inclement weather.**
- Carts are not allowed to carry cargo and/or exhibit freight.
- Carts/Bikes failing to follow LVCVA Building Rules may be asked to surrender the cart/bike permit.



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SAMPLE CERTIFICATE – DEADLINE DATE: October 6, 2023



OP ID:

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
 02/8/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Company . . .	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____
	INSURER(S) AFFORDING COVERAGE: _____ NAIC # _____ INSURER A: ABC Insurance Company INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____
INSURED Your Company Name Here Address City, State, Zip Code	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR. LTR.	TYPE OF INSURANCE	ADOL. INSD.	SUBR. WVD.	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ-ECT <input type="checkbox"/> LOC OTHER: _____	X		POLICY #	01/01/2023	01/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ _____ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ _____ COMBINED SINGLE LIMIT (Ea accident) \$ _____ BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ \$ _____
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						\$ _____ \$ _____ \$ _____ \$ _____
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ _____ RETENTION \$ _____						EACH OCCURRENCE \$ _____ AGGREGATE \$ _____ \$ _____
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ _____ E.L. DISEASE - EA EMPLOYEE \$ _____ E.L. DISEASE - POLICY LIMIT \$ _____

SAMPLE ONLY

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Additional Insured as respects claims arising out of the negligence of the NAMED INSURED at 2023 SEMA Show, 10/25-11/8/2023: Specialty Equipment Market Association (SEMA), the SEMA Show, Las Vegas Convention & Visitors Authority (LVCVA) and Freeman Company.

CERTIFICATE HOLDER SEMA001 SEMA Show c/o Specialty Equipment Market Association 1575 S. Valley Vista Drive Diamond Bar, CA 91765	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE .
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