

Exhibitor-Designated Contractors (EDC)

Definition of an Exhibitor-Designated Contractor

An Exhibitor-Designated Contractor (EDC) is an approved company, other than one of the designated official contractors, that an exhibitor wishes to use inside the exhibit hall, before, during or after the Show. **No permission to use an Exhibitor-Designated Contractor will be given for the performance of the following services:**

- | | |
|------------------------------|-----------------------------|
| ■ Electrical Service & Labor | ■ Plumbing Services & Labor |
| ■ Telephone Service & Labor | ■ Drayage/Material Handling |
| ■ Rigging Service & Labor | ■ Booth Cleaning & Security |
| ■ Catering | ■ Millwright Labor |

STEP #1

- Insert the following link into your web browser or click here <http://www.fancyfoodshows.com/edcwinter> to complete the **EDC Request Form** and submit it electronically to Roger Grant. This form cannot be filled-out by your designated contractor (**Hard Copies will no longer be accepted**).
- Exhibitors must fill out the **EDC Request Form** and submit it by **December 18, 2009**. If you cannot meet this deadline, please call Roger as soon as possible at (646) 878-0137.

STEP #2

- After you have completed the **EDC Request Form**, please direct your designated contractors to the **EDC Information PDF** located here:

<http://www.fancyfoodshows.com/docs/ContractorInfowinter2010.pdf>

- Please confirm with your Contractor that they have received this information.
- Your contractor must send in the required information by **January 4, 2010** or we will be unable to grant approval.
- Please follow up with your contractor to make sure that they have provided all of the necessary information.

If your contractor is not granted approval, you will be contacted

Rules & Regulations Governing Exhibitor-Designated Contractors

The contractor and/or exhibitor must hire Freeman labor to perform the following tasks:

- Loading, unloading and moving exhibitor freight materials and machinery. Loading and unloading the contractors' equipment to and from a marshalling point onto the exhibit Show floor. Exceptions are exhibitor 'hand-carry' materials.
- Handling and delivery of furniture, carpeting, modular interlocking booth systems and other contractor-owned and leased equipment; pad wrapping, protection work, ramp protection; and installing draperies, including but not limited to wall draperies, table skirting, booth equipment draperies, flags, bunting and party decorations.
- Please review the labor rules and regulations.

Show Management's Discretionary Rights

Show management reserves the right, in its sole discretion, to withhold approval or to dismiss from the show, any service contractor whose participation in the show may, in the opinion of show management, lead to strikes, picketing, or other labor action directed at the show, or other disruption of the show, or unreasonable interference with or inconvenience to the show or any of the exhibitors.

Step #2

DEADLINE: January 4, 2010

- Please direct your designated contractors to:
<http://www.fancyfoodshows.com/docs/ContractorInfoWinter2010.pdf>, or mail this information page to them as soon as possible. This information is necessary for them to receive approval from the NASFT. Please confirm with your contractor that they have received this information.
- Please make a copy of this page for yourself and make sure that your contractor sends in the appropriate information by the deadline date.
- If the information is not received by this date, your contractor will not be granted approval and you will need to make alternate arrangements.

The following information is for your designated contractor only:

Contractor Steps to Gain Approval

1. Contractor must provide certificate of insurance and must agree to our rules in writing, no later than **January 4, 2010**. The NASFT will authorize exhibitors to use an Exhibitor-Designated Contractor to provide services to the exhibiting firm, upon receipt of the following:
 - a. Certificate of Insurance confirming that worker's compensation, comprehensive general liability and automobile liability insurance meets the following minimum standards:
 - i. Workers compensation providing at least \$100,000 in coverage and meeting the requirements established by the State of California.
 - ii. Comprehensive general liability providing at least \$1,000,000 in coverage and naming National Association for the Specialty Food Trade (NASFT), Moscone Center and Freeman as additional insured.
 - iii. Automobile liability, which includes all owned, non-owned and hired vehicles with minimum limits of \$500,000 bodily injury and \$500,000 property damage liability.
2. A letter from the Exhibitor-Designated Contractor on company letterhead, specifying that they will abide by all Show rules and regulations, including those contained herein for Exhibitor-Designated Contractors. This letter should include **a list of all exhibitor(s) that the Exhibitor-Designated Contractor has been hired by** for this show.

You must provide the above information in one package for each exhibitor that you are setting up. Contractors can pick up their move-in badges from Exhibitor Registration in the North Hall Registration Area.

Mail Complete Package of the above to:

NASFT

Attn: Roger Grant

120 Wall Street, 27th floor

New York, NY 10005