



Labor Jurisdictions for Boston, MA 2019

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by bonafide, full-time employees of an exhibiting company. Exhibitors are also allowed to perform their own material handling, provided they meet the following criteria:

- Personnel performing the work must be bonafide, full-time employees of the exhibiting company.
• They must be off-loading from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company. All trucks – including company-owned or rental vehicles – over 24' in length will be off-loaded or loaded by Freeman.
• They may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than Freeman.

Why would I need to designate an Exhibitor Appointed Contractor?

Our official General Service Contractor for ABX is Freeman. They have skilled craftsmen available to assist exhibitors who wish to hire labor for the installation and/or dismantling of their booth. An Exhibitor Appointed Contractor (EAC) is any non-Freeman company an exhibitor wishes to designate to install and/or dismantle their booth.

So... what are my options?

- a) Install/dismantle your booth with bonafide full-time employees of your exhibiting company
b) Hire Freeman labor to assist
c) Hire an EAC to assist

Ok, I have decided to hire an EAC to assist me with installing and/or dismantling my booth. What's next?

Step 1

Complete the EAC Designation on the following page and submit to ABX Show Management.

Step 2

Inform your EAC that ABX Show Management will be contacting them for their Certificate of Insurance and the \$300 EAC fee.

Step 3

Have a successful showing at ABX 2019 in Boston, MA!

Table with 3 columns: Day, Date, and Time. Rows include Move-In (Monday, Tuesday) and Move-Out (Thursday, Friday) with corresponding dates and times.

\*All Exhibitors must pick up their badges from Registration starting Monday, 11/4 to access the show floor. EACs will receive a wristband throughout move-in and do not require an ABX badge.



## Exhibitor Appointed Contractor (EAC) Designation Form

**Deadline: November 1, 2019**

### EXHIBITOR INFORMATION

Name of Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Booth Dimensions: \_\_\_\_\_

I certify that I have authorized the exhibitor appointed contractor named below to install and/or dismantle my exhibit at the ArchitectureBoston Expo 2019. Knowing that the contractor is my official representative, I further certify that the contractor will adhere to all show and facility regulations as if my own employee. The contractor will be informed that the appropriate fees (**EAC to pay \$300 per exhibiting company they represent**) and a Certificate of Liability Insurance are required by **November 1, 2019**. The \$300 fee is non-refundable. I understand that my organization is ultimately responsible for the actions of the contractor while on this assignment.

Exhibitor Signature: \_\_\_\_\_

Exhibitor's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibitor's Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### EXHIBITOR APPOINTED CONTRACTOR INFORMATION

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

On-Site Representative: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Please return this completed Designation Form to  
[jennifer.holden@informa.com](mailto:jennifer.holden@informa.com) no later than November 1, 2019.