



## Limits of Liability and Responsibility

1. RPMxpo shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. RPMxpo shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.
3. RPMxpo shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments, which are furnished by RPMxpo, to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.
4. RPMxpo shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. If found liable for any loss or damage, RPMxpo's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less. RPMxpo shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which RPMxpo specifically acknowledges receipt in writing. RPMxpo shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will RPMxpo be held liable for any concealed damage-no exceptions.
6. RPMxpo shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of materials to RPMxpo by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.





**Non-Official Contractor Request Form** **Deadline: 4/19/24**

A non-official contractor, or exhibitor-appointed contractor (EAC), is any company other than the designated official contractors. For Exhibitors intending to use their own labor (for installation and/or dismantle) or contract for such services separately from RPMxpo, Please read the following restrictions, requirements and restraints.

The following services cannot be provided by any EAC:

- Electrical • Plumbing • Telephone Lines • Drayage • Rigging • Cleaning • Catering**

If an exhibitor wishes to u an EAC that requires access to the exhibit hall either before, during or after the show, the following criteria must be met or access will not be granted:

- ◆ Exhibitor must inform RPMxpo that they have contracted with an EAC by completing this form and returning it by the deadline date shown above. If form is not submitted by the deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor-provided labor.
- ◆ The EAC hired by the exhibitor must, by the deadline date show above, provide RPMxpo with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming RPMxpo as additionally insured for the time period of the show (including move-in and move-out days).
- ◆ The EAC must abide by the rules and regulations of the show and all pertinent union regulations.
- ◆ EAC employees are required to check in at the EAC Check in desk located at the service Center each day prior to work to obtain the proper wrist band for the day.
- ◆ If the EAC is empowered to incur expenses on behalf of the exhibitor, a Third Party Payment Authorization Form must be completed and returned to RPMxpo. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.
- ◆ The EAC agrees to have evidence in the booth that it has a valid authorization from the Exhibitor for services.
- ◆ The EAC must confine its operations to the exhibit area of its client(s). No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.
- ◆ The EAC may not solicit business on the exhibit floor.
- ◆ The EAC must have all business license, work permits and insurance required by State and City governments and Facility management before beginning work, and shall provide Show Management with evidence of compliance.
- ◆ If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.
- ◆ EAC will not be permitted to load or unload exhibitor display or freight at the loading dock or POV designated areas. This is the sole responsibility of RPMxpo.

**PLEASE NOTE:** A valid and current copy of Exhibitor's Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to u the EAC's services.

**Complete this form ONLY if your company is using a services Contractor other than the official decorator to unpack, erect, assemble, dismantle or pack your display.**

***Return this form along with Certificate of Insurance, name and address of the employee(s) who are working your booth by Friday, April 19, 2024.***

Name of service Firm:	
Exhibiting Company Name:	Booth#:
Authorized On-Site Representative:	
Email:	
Signature:	Date:



# **SAFETY FIRST**



## **SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL — ESPECIALLY YOU!**

RPMxpo is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, Please bring it to the attention of an RPMxpo supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Exhibitor Safety Guidelines that we request you follow while at show site. The Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely!

***THANK YOU FOR YOUR COOPERATION!***

### **EXHIBITOR SAFETY GUIDELINES AT SHOWSITE**

- Children under the age of 14 will not be permitted on the show floor during the set-up and dismantling of the show. There will be no exceptions.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is **PROHIBITED**. The furniture is not designed to support your standing weight. RPMxpo cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, Please order labor on the Display Labor Order Form included in this manual and the necessary ladders and tools will be provided.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured.
- Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees.

**REMEMBER: SAFETY DOESN'T HAPPEN BY ACCIDENT!**