

FORM G - EXHIBITOR APPOINTED CONTRACTOR

To utilize a company that is not on the official vendor list, submit this form to RHE for approval. **PLEASE NOTE THE FORM MUST SUBMIT 30 DAYS OUT FROM THE FIRST MOVE-IN DATE.**

Email Address: info@jadedisplays.ca

SERVICES ALLOWED

EAC's are permitted to provide the following services:

- Exhibit Install/Dismantle Assistance
- Audio-Visual Equipment
- Photography
- Plants and Floral Arrangements
- Host/Hostesses

CERTIFICATE OF INSURANCE

A certificate of insurance (COI) from the appointed contractor must accompany this form. The COI should be issued in their company name, and meet the following requirements:

- Workers' compensation must provide at least \$1,000,000 in coverage for each accident
- Comprehensive general liability must provide at least \$1,000,000 in coverage
- The certificate must name Jade Expo Ltd. The address is 250 West Beaver Creek Rd, Unit 5, Richmond Hill, ON L4B 1C7.

Failure to meet these requirements will result in denial of access to the show floor.

EXHIBITOR INFORMATION

Company _____ Booth # _____

On-site Contact _____ Phone # _____

EAC INFORMATION

Company _____

On-site Contact _____ Phone # _____

TERMS & CONDITIONS (PLEASE READ CAREFULLY)

I agree to comply with Ontario's Occupational Health & Safety Act and its applicable regulations and to ensure that all staff and exhibitor appointed contractors (as known as EAC) are equipped with steel-toed shoes or boots (and other appropriate Personal Protective Equipment as needed), which must be worn on the show floor all the time during move-in, move-out, installation, and dismantling.

I agree EACs are responsible to dismantle on or before the assigned time and agree to remove any materials, components or products from the show floor as well as not dispose of any items in unauthorized areas.

I agree if EACs failed to obey any regulations or any other unexpected act resulted in incomplete move-in/out, installation/dismantling, the exhibitor will be held responsible.

I agree if any situation happens to lead to the insufficient booth set up before the show opens, refund or transferable payment will NOT be given in any circumstance.

The show management does not provide storage, I agree to take away all equipment, materials, and components after installation. Jade Expo Ltd. is not responsible for any lost, stolen items before, during, and after the show.

I have read and understood the Terms & Conditions of my agreement with Jade Expo Ltd.

Exhibitor Print Name

Exhibitor Signature

Signed Date

EAC Print Name

EAC Signature

Signed Date