

Exhibitors who plan to have an exhibit service firm other than the Official Labor Contractor, (i.e., SourceOne Events, Inc.) supervise their labor, unpack, erect, assemble, dismantle, and/or pack display/equipment **MUST** abide by the following:

Rules & Regulations

- A. Exhibitor must notify Show Management and SourceOne Events, Inc., Key Communications, Inc. / USGlass magazine, the Ontario Convention Center and any other additional insurance needed and Glass Expo West™ '25 (GEW) as additional insurers in writing no later than **January 27, 2025**.
- B. Exhibitor must ensure their contractor provides SourceOne Events, Inc. with a Certificate of Insurance indicating a minimum of coverage, including property damage by **January 27, 2025**. Please refer to page 72 for an example COI.
 - 1. Commercial General Liability, including contractual liability, with limits of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - 2. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident. All owned, hired and non-owned boxes marked.
 - 3. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - 4. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
- C. Exhibitor is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, labor, etc.
- D. The EAC must have all business licenses, permits, and Workers' Compensation insurance required by the State and/or City governments and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.
- E. The EAC shall share with SourceOne Events, Inc. all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- F. Smoking/Vaping in any form is prohibited in most facilities. Smoking/Vaping shall only be allowed in designated areas.
- G. If the EAC fails to provide the documentation required, the Exhibitor will be required to use SourceOne Events, Inc. for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- H. EAC agrees that they must ascertain and comply with all rules and regulations of the venue, Show Management, Glass Expo West™ '25 (GEW) - [Exhibitor Rules and Regulations](#) and [Attendee Policy](#) and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- I. EAC agrees to indemnify, defend, and hold the Show Management, the Facility, and SourceOne Events, Inc. harmless from and against any and all claims, lawsuits, demands, liability, costs, and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of SourceOne provided labor. EAC also agrees to reimburse SourceOne for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- J. The EAC must provide SourceOne Events, Inc. and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times.
- K. The EAC may not, under any circumstances, solicit business on the show floor.
- L. The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas, or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.
- M. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
- N. The Official Contractor has total control of all areas of the exhibit hall, (e.g., aisles, loading docks, storage areas, etc.) The EAC must coordinate all of its activities with SourceOne Events, Inc.
- O. The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.
- P. All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.
- Q. EAC agrees SourceOne Events, Inc. is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so Exhibitors may begin packing their product.
- R. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
- S. EAC/Exhibitor may not move freight from one booth to another booth, or to meeting rooms. SourceOne Events, Inc. must provide labor if this is requested.
- T. The Exhibitor or its EAC should order services required from SourceOne Events, Inc. and the Exhibit Hall in advance. Ordering labor or services on-site (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.
- U. EAC/Exhibitor agrees to keep "No Freight Aisles" clear at all times. If SourceOne Events, Inc. is required to rearrange any material situated in a clearly identified "No Freight Aisle", the Exhibitor or the EAC, depending upon the billing arrangements with SourceOne Events, Inc. will be charged a one hour minimum for forklift rental and labor.
- V. EAC/Exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the SourceOne Service Desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
- W. A faxed signature or email will serve as an original signature and will stand as a fully executed agreement once faxed to and received by SourceOne Events, Inc.

Name of EAC/Service Company: _____ Booth Number: _____

EAC Address: _____

EAC City: _____ EAC State: _____ EAC Zip: _____ EAC Country: _____

EAC Contact Name: _____ EAC Email: _____

EAC Phone: _____ EAC Mobile: _____ EAC Fax: _____

Company Name	Email	Phone Number	Booth Number
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<div style="border: 1px solid black; padding: 2px; display: inline-block;">Please Sign</div> X Authorized Signature _____ Authorized Name - Please Print	_____ _____ Date	_____ _____	_____ _____
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By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.