

OFFICIAL CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS



Material World New York

Jacob K. Javits Convention Center
September 25-27, 2007

Show Management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed an Official Service Contractor to perform and provide necessary services and equipment.

The Official Service Contractor is appointed to:

- a. Insure the orderly and efficient installation and removal of the overall exposition.
- b. Assure the distribution of labor to all Exhibitors according to need.
- c. Provide sufficient labor to satisfy the requirements of Exhibitors, and the exposition itself.
- d. See that the proper type and limits of insurance are in force.
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractor will provide all usual trade show services, including labor. Exceptions are:

- f. Supervision may be provided by the Exhibitor.
- g. The Exhibitor may appoint an outside independent contractor for installation and dismantle only of the Exhibitor's display.

Exhibitors may employ the service of independent contractors to supervise the installation and dismantle of their displays, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor, in writing, must notify Show Management and CSI Worldwide LLC of their intention to utilize an independent contractor no later than 25 days prior to the first move-in day, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.
2. Only the Exhibitor-named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor-named independent contractor will not be authorized admittance on the show floor unless those employees are named and badged as specified in the following article.
3. The independent contractor must furnish Show Management and CSI Worldwide LLC with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name and Exhibitor Company name, plus wear an exhibitor work pass supplied by Show Management.
4. The independent contractor must have all business licenses, permits and Workman's Compensation insurance required by the State and City governments and the Venue prior to commencing work, and shall provide Show Management and CSI Worldwide LLC with evidence of compliance.
5. The independent contractor must carry a minimum of \$1,000,000 in Public Liability Insurance and shall provide Show Management and CSI Worldwide LLC with a certificate of insurance showing the coverages and amounts, and naming the sponsor, CSI Worldwide LLC and the Venue as co-insured.
6. The independent contractor must follow the scheduled work times or pay any additional cost incurred because of extended work hours.
7. The independent contractor may not solicit business on the exhibit floor.
8. The independent contractor must confine their operations to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public spaces are not part of the Exhibitor's booth space.
9. The independent contractor must comply with all labor agreements and practices and must commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under control of CSI Worldwide LLC.
11. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, no contractor or support other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitors. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

THIRD PARTY BILLING REQUEST



Material World New York
 Jacob K. Javits Convention Center
 September 25-27, 2007

Discount Deadline Date
September 10, 2007

RETURN TO: CSI Worldwide • 16 Plaza Place • Bronx, NY 10465 • Phone (718) 931-2088 • Fax (718) 931-2888

The exhibiting firm is primarily responsible for the payment of charges. In the event you have arranged for an exhibit house or other party to handle your display and be billed for services, we will agree to this third party billing if they supply the appropriate credit card information below. Advance payment in full must accompany your order including estimated labor and drayage charges. Additionally, both firms must sign the following statement: **WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE PRIMARILY RESPONSIBLE FOR PAYMENT OF CHARGES. IN THE EVENT THE NAMED THIRD PARTY FAILS TO PAY ALL CHARGES, SUCH CHARGES WILL BE PAID BY THE EXHIBITING FIRM ON DEMAND, INCLUDING ANY AND ALL FEES CONNECTED WITH THE COLLECTION OF THIS ACCOUNT.**

_____ (Exhibiting Firm) _____ (Display House/3rd Party)
 By: _____ (Authorized Signatures)

Exhibiting Firm

EXHIBITING FIRM _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 PHONE _____ FAX _____
 AUTHORIZED SIGNATURE _____ TITLE _____
 AUTHORIZED NAME (PRINT) _____

Credit Card Charge Authorization (Information Must Be Provided)

PROVIDE EXPIRATION DATE MasterCard
 VISA
 American Express
 Corporate
 Personal

Account Number

CARDHOLDER'S NAME _____ PLEASE PRINT
 CARDHOLDER'S BILLING ADDRESS _____ CITY _____
 STATE _____ ZIP _____ COUNTRY _____

The items checked below are to be invoiced to the Exhibiting Company:

- All Services Booth Cleaning
 I & D Labor Rental Furniture
 Signs Material Handling In & Out
 Other (Please Specify) _____

PLEASE SIGN **X**

 CARDHOLDER'S SIGNATURE

Third Party

EXHIBITING FIRM _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 PHONE _____ FAX _____
 AUTHORIZED SIGNATURE _____ TITLE _____
 AUTHORIZED NAME (PRINT) _____

Credit Card Charge Authorization (Information Must Be Provided)

PROVIDE EXPIRATION DATE MasterCard
 VISA
 American Express
 Corporate
 Personal

Account Number

CARDHOLDER'S NAME _____ PLEASE PRINT
 CARDHOLDER'S BILLING ADDRESS _____ CITY _____
 STATE _____ ZIP _____ COUNTRY _____

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PLEASE SIGN **X**

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