

# HCEA 2009 Annual Meeting: Exhibitor Prospectus

## Exhibitor Services

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### *OFFICIAL SERVICE CONTRACTOR*

Freeman Companies  
Contact: Mary Frances Hinson  
841 Joseph E. Lowery Blvd., NW  
Atlanta, GA 30318  
Phone: (404) 253-6439  
Fax: (404) 253-6401  
Email: maryfrances.hinson@freemanco.com  
Web site: www.freemanco.com

### *EXHIBITOR SERVICE KITS*

It is anticipated that Exhibitor Service Kits will be sent by the Official Service Contractor in April. Exhibitors must have paid all financial obligations related to exhibiting in order to be sent an Exhibitor Service Kit. (Advance orders must be received by May 13 to receive discounts.)

### *INDEPENDENT CONTRACTORS*

Exhibitors who plan to use the services of anyone other than the Official Service Contractor must notify the HCEA Meetings Manager in writing on or before May 12. Independent contractors must: 1) perform services in accordance with exhibition rules and regulations; 2) not solicit business on the exhibit floor; 3) provide HCEA with an original Certificate of Insurance (See Liability/Insurance); 4) have a clearly identified work desk during installation; and 5) Sign in with HCEA exhibit manager or his designee. Please see Exhibitor Independent Contractor form.

### *MATERIAL HANDLING*

An Exhibitor or a full-time company representative(s) may erect or teardown booths and may use non-powered hand tools. Exhibitors or company representatives of exhibitor's company may hang signs or graphics.

Official Show Contractor will control access to the loading docks in order to provide for a safe, orderly move-in/out.

The round-trip rate for advance crated shipments received at the warehouse (stored free for 30 days), delivered to the exhibitor's booth and picked up and reloaded on trucks is \$59.55/cwt per shipment (minimum 200 lbs.). The overtime charge is \$72.95/cwt.

The round-trip rate for shipments or equipment received at the exhibit site is \$53.55/cwt. per shipment (minimum 200 lbs.). The overtime charge is \$66.95/cwt. The Exhibitor Service Kit will include information on applicable special handling and overtime rates, and shipping instructions.

### *LABOR RATES*

Straight Time labor rate for installation and dismantling is \$72.00 per hour (Monday – Friday, 8:00 AM – 5:00 PM).

Overtime rate is \$108.00 per hour (5:00 PM – 8:00 AM, Monday – Friday and all day Saturday, Sunday).

There is a minimum charge of 1 hour per worker.

### *EXCLUSIVE SERVICES & UTILITIES*

TCC will provide electrical, lighting, compressed air, natural gas and plumbing services.

TCC will also provide telephone services.

Order forms for cleaning, electrical, plumbing and telephone services will be included in the Exhibitor Service Kit.

Booth cleaning services are available from Freeman. Order forms will be included in the Exhibitor Service Kit.

Contact The Freeman Companies at (404) 253-6439 for information on other services.

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### *FLOOR COVERINGS*

TCC West Hall has an uncarpeted concrete floor. HCEA provides aisle carpeting. HCEA requires that an exhibitor have some type of floor covering. Exhibitors may order carpeting from the official service contractor. Exhibitors who desire to provide their own floor covering other than carpeting must contact the official service contractor for specific regulations. A carpet order form will be contained in the Exhibitor Service Kit.

### *FURNITURE*

Furniture order forms will be contained in the Exhibitor Service Kit.

### *LIABILITY/INSURANCE*

Each party involved in the exhibition—Exhibit Hall owner, leasing association (sponsor) and exhibitor—agrees to be responsible for any claims arising out of their own negligence or that of their employees or agents. TCC will not be held liable for any loss or damages.

Each party agrees to be responsible for their own property through insurance or self-insurance and shall hold harmless each of the other parties for any and all damage caused by theft and those perils normally covered by a fire and extended coverage policy.

Exhibitors must provide the HCEA Meetings Manager with an original Certificate of Insurance by May 12. The insurance certificate must prove that the exhibitor and/or its contractors have comprehensive general liability coverage against claims for bodily injury or death and property damage of not less than \$1,000,000 for each occurrence. Said policy must be in force from June 11 through June 17, 2009.