



2024 EXHIBITOR SERVICES MANUAL

EXHIBITOR CERTIFICATES OF INSURANCE (COIs) & EXHIBITOR APPOINTED CONTRACTORS (EACs)

TRANSLATION AVAILABLE IN: [ITALIAN](#) [MANDARIN CHINESE](#) [PORTUGUESE](#) [SPANISH](#) [TURKISH](#)

EXHIBITOR CERTIFICATES OF INSURANCE (COI) – MANDATORY!

All Exhibitors, including those within designated pavilions, must provide proof of liability insurance in the form of a certificate of insurance (COI) by **Friday, March 15, 2024**.

- Exhibitors are required to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- This insurance must be in force during the lease dates of the event, April 14-29, 2024
- Certificate holder is: Taffy Event Strategies
2300 Clarendon Blvd, Ste 305
Arlington, VA 22201
- Name as Additional Insured: **International Tile Exposition, LLC a Delaware limited liability company t/a Coverings, Taffy Event Strategies, Georgia World Congress Center, and Freeman**
- **No exhibitor will be allowed to set-up until a valid certificate of insurance is provided.**

[Sample COI](#)

Send all valid Certificates to Sales@rainprotection.net by **Friday, March 15, 2024**.

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which you can [purchase compliant insurance instantly online](#).

NOTE: General Liability Insurance

- Protects exhibitors who do not have Commercial General Liability Insurance or who do not want to use their own insurance.
- Protects foreign exhibitors whose insurance will not pay claims brought in U.S. courts.

NON-U.S. EXHIBITORS

Rainprotection can provide compliant insurance for all non-U.S. exhibitors. Please send an email to Sales@rainprotection.net with further information.

EXHIBITOR APPOINTED CONTRACTORS (EACs)

An **Exhibitor Appointed Contractor (EAC)** is any company—other than the designated official contractors listed in this manual—that an exhibitor wishes to use, and which requires access to the exhibit hall before, during, or after the show. These include independent display/installation and dismantle companies or anyone who is not an employee of your company that you will have working on your equipment and products.

Also included are delivery personnel, technicians, photographers, florists, A/V companies, and anyone hired by the exhibitor who needs access to the exhibit hall. Permission to use an EAC cannot be given for utilities, catering, booth cleaning/trash removal, or material handling services, as these are exclusive to the Georgia World Congress Center and/or the general contractor. **Exhibitors who plan to use EACs must read and act on the following:**



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How to Obtain Authorization to Use an EAC

Exhibitor MUST make a request in writing: Exhibitors who wish to use an EAC **MUST** fill out the [Notification of Intent to Use Exhibitor Appointed Contractor](#) form. Coverings / Taffy Event Strategies must receive notification no later than **March 15, 2024**. No approvals can be granted after the deadline.

Written acceptance of show rules from the EAC: Written acceptance of the [Notification of Intent to use an Exhibitor Appointed Contractor](#) form specifies that the EAC will abide by all show Rules and Regulations Governing EACs including those contained herein for exhibitor designated contractors. This written acceptance must be received by Show Management by no later than **March 15, 2024**.

EACs must provide a Certificate of Insurance: Copies must be uploaded [HERE](#) by **Friday, March 15, 2024**. Every person needing access to the show floor must be covered by insurance. **Exhibiting companies are required to insure their own personnel.** Any person, who is not a direct employee of the exhibiting company, must provide his/her own proof of insurance.

If an EAC **does not have general liability insurance** or wishes to purchase event-specific insurance they can [Apply Online](#) or contact Kendra Monahan at kmonahan@risk-strategies.com or +1 212-867-3642 to obtain an application.

Show Management will authorize the exhibitor to use an EAC to provide services to the exhibiting firm, upon receipt from the EAC of the following:

- a. Certificate of Comprehensive General Liability insurance in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate for Independent Contractors who have been authorized by Show Management to enter the premises of the show site hired by Exhibitor, with Single Limit Bodily Injury and Property Damage Coverage for each occurrence, Contractual Liability coverage, Products Liability coverage, and with completed operations coverage included.
- b. Workers' Compensation, Employee and Employers' Liability coverage in full compliance with all laws covering clients' employees.
- c. **International Tile Exposition, LLC a Delaware limited liability company t/a Coverings, Taffy Event Strategies, Georgia World Congress Center, and Freeman** shall be named as Additional Insured followed by the statement: "This coverage is primary to all other coverage of the additional, named insured with respect to (Exhibitor's) contract for exhibition space with Coverings / Taffy Event Strategies, and preparation and use of the show premises for exhibitions."
- d. Certificate holder is:
 - Taffy Event Strategies
 - 2300 Clarendon Blvd, Ste 305
 - Arlington, VA 22201
- e. This Insurance must be in force during the lease dates of the event, April 14 - April 29, 2024.
- f. Written notice of cancellation of any coverage must be given to Show Management, and proof of replacement coverage meeting the same conditions as expressed above before entering the premises of the show site.
- g. Any other coverage as may be required by Show Management from time to time shall be obtained on demand.

Exhibitors utilizing EACs agree to indemnify and hold harmless International Tile Exposition, LLC a Delaware limited liability company t/a Coverings, Taffy Event Strategies, Georgia World Congress Center, and Freeman from all liability, including attorney's fees, which may arise due to the third-party contractor's (EACs) presence or actions.

Exhibitors will be notified directly only if authorization is **NOT** approved. Therefore, unless the exhibitor is so informed by Show Management, and if the listed conditions are met, approval to use an EAC is implied.

Rules & Regulations Governing EACs

- The EAC will refrain from placing an undue burden on the Official Contractor by interfering in any way with the Official Contractor's work.
- The EAC will not solicit business on the show floor at any time.
- The EAC will share with the Official Contractor all reasonable costs incurred in connection with his operation, including overtime pay for stewards, security, if necessary, restoration of exhibit space to its initial condition, marking of exhibit floor, etc.
- The EAC will cooperate fully with the Official Contractors and will comply with existing labor/union regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the Official Contractors.
- ALL EACs and their labor must be badged through Show Management by using the link to the online EAC Notification in this section of the manual. No one will be allowed on the show floor without proper identification.
- ALL EACs with booths greater than 600 square feet must submit the [600+ Sq Ft Booth Design Submission Form](#) to Show Management for approval no later than **Friday, March 22, 2024**.
- ALL EACs with Multi-Level and/or 300 sq ft or greater of any type of Ceiling Covering must submit the [Multi-Level & Covered Booth Design Submission Form](#), along with a licensed structural engineer's stamp of certification, to Show Management and the Georgia World Congress Center Authority Event Services Representative for approval no later than **Wednesday, February 14, 2024**. *See more information in the Covered or Multi-Level Booths section of the [Booth Display Regulations](#).
- EACs will not be permitted to store equipment in the convention center. Due to limited space and fire regulations, all equipment must be stored off the premises. If found, equipment will be removed from the building.
- The EAC, under no circumstances, will be allowed to remove floor-marking tape until the close of the exposition.

Coverings Show Management has developed these Exhibit Display Regulations in accordance with the guidelines adopted by the International Association of Exhibitions and Events. All exhibits must conform to these regulations, including the official [Event Rules](#) and [Booth Display Regulations](#), and are an integral part of your signed exhibit space contract.

For questions regarding booth design and approval contact Patti Hoffend at phoffend@taffyevents.com.

Cutting of Materials

CUTTING OF TILE AND STONE MATERIAL AND DUST PRODUCTION (Rules updated January 20, 2024)

Motorized dry cutting, drilling, or sanding of tile, stone, or any other silica-containing materials inside the exhibit hall is forbidden, both during the booth installation and dismantle and during the Show.

Scoring and snap cutting and cutting with a stationary wet saw with an integrated water delivery system (per [OSHA 1926.1153 Table 1](#)) are permitted.

Exhibitors can operate motorized dry cutting devices only in one of the designated dry sawing rooms on the show floor. The dry sawing rooms will be a negative pressure environment with a HEPA-filtered air scrubber (per [OSHA 1926.1153 Table 1](#)).

Coverings show management has organized wash stations for water and water waste throughout the show floor. In addition, Exhibitors may rent a wet saw from [Sunbelt Rentals, Inc.](#)

Exhibitors are required to properly wet clean work space and tools promptly after cutting materials to avoid any residual dust.

If an Exhibitor does not comply with health and safety regulations outlined in these Rules, Coverings reserves the right to stop the Exhibitor's operations until adequate remedial measures approved by Coverings are adopted and require the Exhibitor to pay a \$1,000 fine.

The fine for a second violation by an Exhibitor will double. In the event of a third violation by the Exhibitor, and for each subsequent violation, Coverings, at its option, may (i) again double the fine and/or (ii) terminate the rights of the Exhibitor under the Exhibitor's Contract, resell the Exhibitor's Booth Space and retain all payments of the Minimum Payment Due made by the Exhibitor under the Exhibitor's Contract as liquidated damages and not as a penalty.

Any cutting, drilling, or sanding of materials other than tile, stone, and other silica-containing materials (such as wooden framing) can only be done using tools with a dust bag or vacuum dust collection equipment (per [OSHA 1926.1153 Table 1](#)). At all times, Coverings reserves the right to stop any such operations that it determines in its sole discretion to be potentially hazardous.

Consistent with the terms of the Exhibitor's Contract, the Exhibitor is obligated to indemnify and hold Coverings show management and International Tile Exposition LLC harmless from any and all liability, including damages, claims, and indemnities, arising from any third party (including other exhibitors or visitors) as a result of the Exhibitor's breach of these Rules.