

GUIDELINES FOR EXHIBITORS WORKING WITH EXHIBITOR APPOINTED CONTRACTORS

WHO'S WHO

GENERAL SHOW CONTRACTOR – The Toy Association has appointed T3 Expo as the official labor contractor for Toy Fair. Union personnel, hired through T3 Expo using the appropriate labor order form, is required to uncrate, assemble, dismantle, and re-crate displays and equipment.

EXHIBITOR APPOINTED CONTRACTORS – An Exhibitor Appointed Contractor (EAC) is any company other than T3 Expo or the contractors listed in *Toy Fair Exhibitor Kit, Section 4: Service & Utility Ordering* hired by an exhibitor to service its booth thus requiring exhibit hall access before, during, or after the show.

EACs may not perform services related to electrical, plumbing, telecommunications, catering, booth cleaning, or material handling.

For details regarding work that can be performed by full-time, permanent exhibitor employees, see *New York City, NY Labor Guidelines in the Toy Fair Exhibitor Kit, Section 3: T3 Expo Services*.

EXHIBITOR RESPONSIBILITIES

Exhibitors may engage independent labor contractors to supervise installation and dismantling (I&D) provided that exhibitors and contractors adhere strictly to all criteria detailed below.

1. Exhibitor must receive authorization to employ an EAC by submitting for consideration a completed Exhibitor Appointed Contractor Notification Form (next page) to Show Management by **Friday, January 24, 2025**.
2. It is also the responsibility of each exhibitor who has hired one or more EACs to ensure The Toy Association receives, by **Friday, January 24, 2025**, Certificates of Insurance evidencing that the contractor carries not less than the following required minimum insurance coverage. **Coverage afforded by such policies is to be on a primary basis to any other insurance coverage, self-insurance program, or deductible otherwise available to the contractor or the additional insured parties.** These coverage requirements are strictly enforced and non-negotiable.

General Liability MINIMUM Coverage Limits

General Aggregate: \$2,000,000
Products – Comp/Op AGG: \$2,000,000
Personal and Adv Injury: \$2,000,000
Each Occurrence: \$2,000,000
Fire Damage (Any one fire): \$100,000
Med. Exp. (Any one person): \$5,000

Workers' Comp. Liability MINIMUM Coverage Limits

EL – Each Limit: \$1,000,000
EL – Disease - Policy Limit: \$1,000,000
EL – Disease - Each Employee: \$1,000,000

List these Additional Insured Parties on Certificates of General & Umbrella Liability Insurance. Workers' Compensation policy must provide a Waiver of Subrogation in favor of these entities.

Jacob K. Javits Convention Center
T3 Expo
The Toy Association, Inc.

****THE TOY ASSOCIATION, INC. MUST ALSO BE IDENTIFIED AS THE CERTIFICATE HOLDER****

ALL COVERAGE MUST BE VALID FROM FEBRUARY 25 THROUGH MARCH 5, 2025.

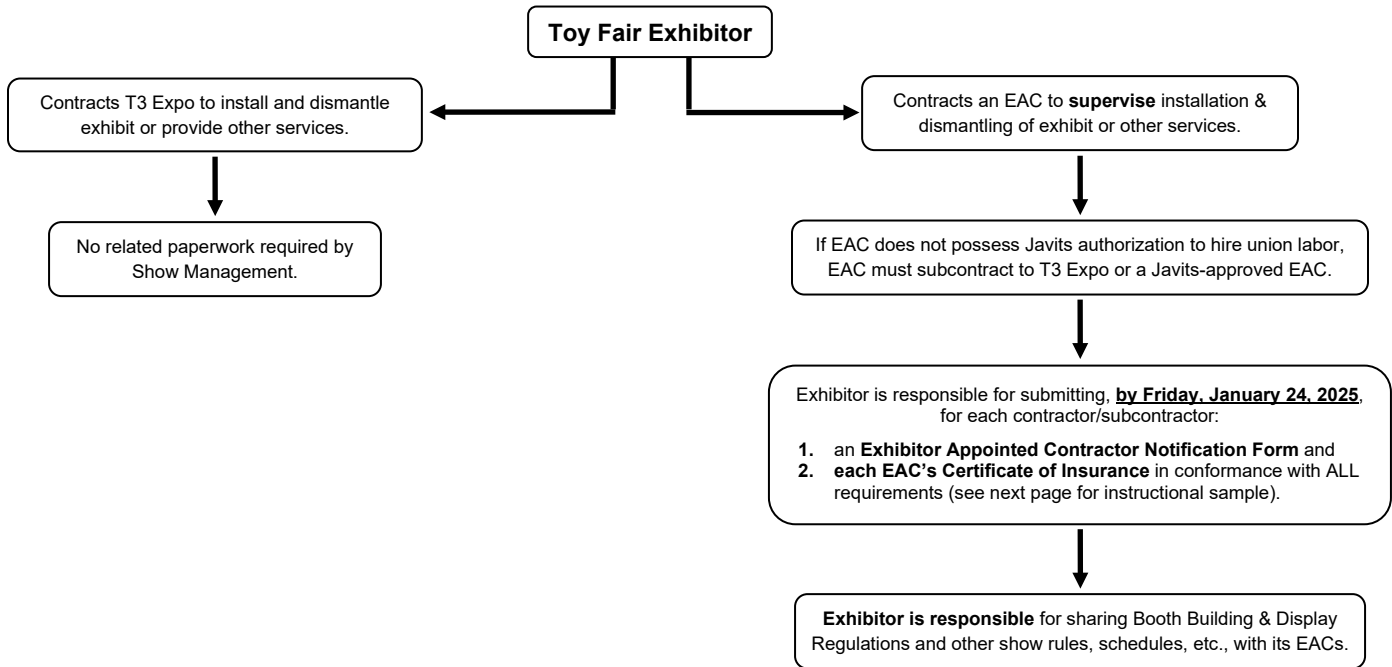
3. It is the responsibility of any exhibitor who has hired an EAC to share with that contractor the *Booth Building & Display Regulations* and other show rules, schedules, etc., including but not limited to those below.

RULES & GUIDELINES FOR EACs

1. At no time may an EAC provide labor from any source outside the Javits Center to erect or dismantle booths.
2. Only EACs having existing Javits Center authorization to hire I&D labor directly from the Javits Center Contract Labor Administration Office may do so. Please check with your EAC to determine whether they meet this criterion; for confirmation or clarification, contact Michael Lynch at mlynch@toyassociation.org or 646.520.4862.
Those EACs who do not currently have such authorization may hire I&D labor through T3 Expo or through an EAC with authorization to hire labor directly from the Javits Center Contract Labor Administration Office.
3. EACs must comply with current labor contracts for appropriate labor jurisdictions at the Javits Center and shall not provide services in conflict with existing labor contracts, regulations, or work rules.
4. EACs must abide by all timelines set forth by Show Management and T3 Expo, the general contractor for Toy Fair 2025, regarding setup, inbound/outbound freight, show floor access, etc.
5. EACs must comply with all show and facility rules, and cooperate fully with T3 Expo, the official show contractor.
6. Upon request, persons identifying themselves as EAC employees will be expected to show personal as well as business identification verifying their professional affiliation.

7. In order to access and work on the show floor, authorized EAC employees must wear wristbands provided by Show Management at all times.

EAC DOCUMENTATION REQUIREMENTS OVERVIEW



EXHIBITOR APPOINTED CONTRACTOR NOTIFICATION FORM

The Exhibitor Appointed Contractor Notification Form can also be completed online [via this link](#).

EXHIBITING COMPANY _____ BOOTH(S) NOS. _____

PHONE _____ EMAIL _____

EXHIBITING COMPANY'S ON-SITE CONTACT NAME _____ MOBILE # _____

OUR COMPANY HAS HIRED AN EAC TO PERFORM THE FOLLOWING SERVICES AT TOY FAIR 2025: _____

EAC COMPANY NAME _____ NUMBER OF ON-SITE EAC EMPLOYEES _____
(only employees of the contractor, not union labor)

ADDRESS _____

CITY _____ STATE _____ ZIP _____

ACCT. EXEC. _____ PHONE _____ EMAIL _____

EAC'S ON-SITE SUPERVISOR NAME _____ MOBILE # _____

SUBMITTED BY _____ DATE _____

PHONE _____ EMAIL _____

Send completed form and Certificate(s) of Insurance to:

Michael Lynch
The Toy Association, Inc.
1375 Broadway, Suite 1001
New York, NY 10018

Fax: 212.633.1429
Email: mlynch@toyassociation.org

Please contact Michael Lynch at 646.520.4862 or mlynch@toyassociation.org if you have any questions.