



Exhibitor Appointed Contractor Request Form

Exhibitors choosing to use a service contractor, other than one of the Official Contractors listed in this *Exhibitor Service Manual*, must complete this form.

This form must be completed and signed by a representative of the exhibiting company and received by the Society of Critical Care Medicine (SCCM) as well as Global Experience Specialists (GES) no later than December 29, 2023.

Please Note: Approval to use an Exhibitor Appointed Contractor will not be granted for the following services: electrical, plumbing, telephone, drayage, rigging, cleaning, security, or catering.

We intend to use the Exhibitor Appointed Contractor listed below to service our exhibit at the 2024 Critical Care Congress to be held January 21 - 24, 2024 at the Phoenix Convention Center in Phoenix, Arizona.

Exhibiting Company: _____ Booth #: _____

Non-official Contractor: _____

Primary On-site Contact: _____

Address: _____

Phone: _____

Services to be provided: _____

Signature _____ Date _____

We agree that the regulations set forth in the SCCM guidelines for exhibitors concerning the use of a non-official, Exhibitor Appointed Contractors will be followed.

Name of Exhibiting Company Representative: _____

Signature of Representative: _____

Today's Date: _____

An original Certificate of Insurance (valid for the dates of installation through dismantle) in the amount of \$2 million must be received by SCCM and Global Experience Specialists (GES) no later than December 29, 2023.

Return this form along with an original Certificate of Insurance no later than December 29, 2023 to:

Society of Critical Care Medicine
cmcnamara@sccm.org
500 Midway Drive
Mount Prospect, IL 60056 USA

Global Experience Specialists (GES)
Attn: Exhibitor Services
7050 Lindell Road
Las Vegas, NV 89118-4702 USA
Fax: +1 702 263-1520