



### **Exhibitor Appointed Contractor Guidelines**

While SCCM Show Management has made every effort to appoint the best qualified contractors to provide services at the 46<sup>th</sup> Critical Care Congress, we recognize that many exhibitors may appoint vendors who they believe will best service their needs before, during and after the show. In order to ensure that all contractors on the show floor are properly insured and credentialed, there are certain procedures exhibitors must take for obtaining approval to utilize non-official contractors.

#### **Exhibitor Responsibilities**

An Exhibitor Appointed Contractor is any company (other than one of the designated official contractors) that an exhibitor wants to use inside the Exhibit Hall before, during or after the show.

Exhibitors must submit the **Exhibitor Appointed Contractor Form** to request approval to use an Exhibitor Appointed Contractor. The request must be made in writing. We will not accept requests from the contractor, only from the exhibiting company. One Exhibitor Appointed Contractor cannot specify another Exhibitor Appointed Contractor. Approval to use an Exhibitor Appointed Contractor will not be granted for the following services: Electrical, Plumbing, Telephone, Drayage, Rigging, Cleaning, Security or Catering. Exhibitor Appointed Contractors must either obtain Labor from the Official General Contractor, or provide evidence to the official contractor that he possesses applicable and current labor contracts. Requests to use an Exhibitor Appointed Contractor must be received by **December 17, 2016**.

#### **Exhibitor Appointed Contractor Responsibilities**

The Exhibitor Appointed Contractor must provide an **ORIGINAL** Certificate of Insurance (valid during the dates of installation through dismantle of the show) in the amount of \$2 million (\$2,000,000) combined single limit bodily injury and broad form contractual liability property damage coverage, including broad form contractual liability naming SCCM and Global Experience Specialists (GES) as additional insured.

Without a Certificate of Insurance, contractors will not be allowed in the Exhibit Hall. Insurance Certificate must be the original copy only. If you have any questions regarding this procedure, please call Global Experience Specialists (GES) at +1 800 475-2098. Certificates of Insurance must be sent to Global Experience Specialists (GES) and SCCM by **December 17, 2016**.

#### **Rules and Regulations Governing Exhibitor Appointed Contractors**

1. The Exhibitor Appointed Contractor will refrain from placing an undue burden on the Official Contractors, especially by not interfering in any way with the Official Contractor's work.
2. The Exhibitor Appointed Contractor will not solicit business on the show floor at any time, including during installation, show hours and dismantling.
3. The Exhibitor Appointed Contractor will share with the official contractor(s) all reasonable costs incurred in connection with the operation, including overtime pay for stewards, security, if necessary, restoration of exhibit space to its initial condition, marking of the floor, etc.
4. The Exhibitor Appointed Contractor will cooperate fully with the Official Contractors and will comply with existing labor regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the Official Contractors.

Work badges will be issued to the Exhibitor Appointed Contractor's On-Site Supervisor at the Exhibitor Registration desk for access into the hall during installation and dismantle. If a Certificate of Insurance is not on file, Exhibitor Appointed Contractors will not be allowed access into the hall. If contractors require access to the show on show dates, exhibitors must register them as company exhibitor personnel as work badges will be invalid during all show hours. All contractors must have a business card with their name and company name on it in order to pick up a badge.

**SHOW MANAGEMENT'S DISCRETIONARY RIGHTS**

The Society of Critical Care Medicine reserves the right, in its sole discretion, to withhold approval or to dismiss from the show, any service contractor whose participation in the show may, in the opinion of show management, lead to strikes, picketing, or other labor action directed at the show, or other disruption of the show, or other reasonable interference with or inconvenience to the show or any of the exhibitors.

In the interest of providing a safe and efficient move-in, show, and move-out, cooperation from exhibitors and Exhibitor Appointed Contractors is required.