



**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 17, 2016.

**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 46<sup>th</sup> Critical Care Congress to be held January 21 - 25, 2017 at the Hawaii Convention Center in Honolulu, Hawaii.

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 17, 2016.

**Return this form along with an original Certificate of Insurance no later than December 17, 2016 to:**

**Society of Critical Care Medicine**  
cmcnamara@sccm.org  
500 Midway Drive  
Mount Prospect, IL 60056 USA  
Fax: +1 847 493-6478

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