



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 February 5, 2018.

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 47th Critical Care Congress to be held February 25 - 28, 2018 at the Henry B. Gonzalez Convention Center in San Antonio, Texas.

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 February 5, 2018.

**Return this form along with an original Certificate of Insurance no later than
February 5, 2018 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