



EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

Canadian Diabetes Conference

November 1 - 4, 2017

Exhibitors are to notify **GES** (the official general services contractor) of any outside service which is not supplied by the official general services contractor (**GES**). This includes any installation and dismantling companies, production and promotion companies, or any person or company providing direct services to an exhibitor while on-site.

1. Exhibitors who choose to use an EAC must complete and sign this form. It must be sent to **GES** no later than **Friday, October 13, 2017**.
2. All Exhibitor Appointed Contractors must provide **GES** with a current certificate of insurance by **Friday, October 13, 2017**.
3. Failure to provide the above items may result in restricting the EAC's company personnel from working on the exhibit floor. The EAC may be required to hire installation and dismantling labour from **GES**. The EAC will be able to provide supervision only.

(All companies are to abide by Canadian Labour Laws, and governing union jurisdiction within the Toronto Congress Centre.)

NOTIFICATION DEADLINE DATE - Friday, October 13, 2017.

Exhibiting Company: _____ Booth # _____

Authorized Name & Title: _____

Yes – We will employ the services of (name of EAC): _____

Certificate of Insurance Attached

Certificate of Insurance to Follow

Full Name of EAC: _____

Complete Address: _____

City, Province/State: _____ Postal/Zip Code _____

Phone Number: _____

Fax Number: _____

EAC "Show Site" Representative: _____

Type of Service to be performed: _____

Return this form to:
GES c/o Canadian Diabetes Conference
Exhibitor Services Department
7730-34 Street,
Edmonton, Alberta, T6B-3J6
Ph: (780) 469-7767
Fax: (780) 469-1619