



Exhibitor Appointed Contractor Notification Form

Exhibitors wishing to designate a contractor other than the official Service Contractor, GES, to install or dismantle an Exhibit booth OR a contractor other than any official included in the Exhibitor Service Kit, must submit this form and agree to the guidelines listed below to obtain approval to utilize non-official contractors.

Please note: Any work subcontracted to another company requires an Exhibitor Appointed Contractors Approval Form and their corresponding Certificate of Insurance (COI). We must have a COI on file for ALL companies working on the show floor and in educational sessions provided by exhibiting companies.

Please complete this form and email the completed form to the ISPOR Exhibits Team: exhibit@ispor.org

DEADLINE DATE: March 28, 2025

Show Name: ISPOR 2025 | May 13-16, 2025

Exhibiting Company Name: Booth #:

Exhibiting Company Contact Name:

Phone: Email Address:

Exhibitor Appointed Contractor:

EAC Supervisor Onsite:

Phone #: Email Address:

Type of Service to be Performed:

All Exhibitor Appointed Contractors must email [ISPOR Show Management](#) a copy of their General Liability Insurance Certificate by March 28, 2025, or they will not be permitted to service your exhibit or access the Exhibit Hall.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and policies of this event.

- Exhibitor appointed contractors must agree to abide by all rules and regulations of the meeting as well as the Montréal Convention Centre.
- Exhibitor appointed contractors must follow all Health and Safety guidelines set forth by the Montréal Convention Centre.
- The Exhibitor will be liable for any expense or damage caused by, or as a result of, its appointed contractors.
- Exhibitor-appointed contractors are not allowed to set up service desks on the show floor or in any booth.
- All decorator employees and or contracted staff must check in with public safety at Level 2 Loading Dock and receive a wristband that must be worn at all times while on property. They must present a valid Government issued ID. Each day of installation and dismantle will require checking in for a new wristband.
- Proper decorum is expected while working in our facility. No yelling or use of profanity will be tolerated.
- The Palais is a non-smoking facility. Smoking of any tobacco product or electronic cigarette ("e-cigarettes") is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

Provide to ISPOR no later than March 28, 2025 General Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate naming the International Society for Pharmacoeconomics and Outcomes Research (505 Lawrenceville, NJ 08648) as the certificate holder. The following must be listed as additional insured: International Society for Pharmacoeconomics and Outcomes Research and Montréal Convention Centre.

I have read, understand, and agree to the terms and guidelines regarding Exhibitor Appointed Contractors for this event.

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Signature*

Title

Date

* Signed by official exhibiting company representative as indicated on Exhibit Space Application