# ISPOR Europe 2026 | 8-11 November Vienna, Austria

## Exhibitor Appointed Contractor Notification Form

**DEADLINE DATE: 21 September 2026**

Exhibitors wishing to designate a contractor other than the official Service Contractor, GES, to install or dismantle an Exhibit stand OR a contractor other than any official included in the Exhibitor Service Manual, must sign and 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). ISPOR must have a COI on file for ALL companies working on the show floor and in educational sessions provided by exhibiting companies.*

Submit completed forms and corresponding Certificates of Insurance to the ISPOR Europe 2026 Notice of Intent to Use EAC Form and COI Submissions Form.

**Exhibiting Company Name:** _____ Stand #: _____

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 submit a copy of their General Liability Insurance Certificate by 21 September 2026, 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 Austria Center Vienna.
- Exhibitor Appointed Contractors must follow all Health & Safety guidelines set forth by the Austria Center Vienna.
- 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 security and receive a wristband that must be always worn 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 Austria Center Vienna 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 21 September 2026** General Liability not less than $1,000,000 each occurrence/$2,000,000 general aggregate naming ISPOR-The Professional Society for Health Economics and Outcomes Research (505 Lawrenceville, NJ 08648) as the certificate holder. The following must be listed as additional insured: ISPOR-The Professional Society for Health Economics and Outcomes Research and Austria Center Vienna.

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

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| Signature* | Title | Date |

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