



Exhibitor Appointed Contractor (EAC) Notification Submission Instructions:

An Exhibitor Appointed Contractor (EAC) is a company other than the official contractors listed in the Exhibitor Service Manual providing a service (installation and dismantling labor, floral, photography, audio visual, computer rental and other related services) and requiring access to your booth during move-in and move-out.

All exhibiting companies/organizations that choose to use an EAC are required to submit this form, via the online [Exhibitor Resource Center](#), comply with all rules and regulations and supply necessary information by the **Wednesday, July 17** deadline.

EACs will be required to use labor supplied by the appointed contractor unless the following requirements are fulfilled:

- Exhibitors must return this completed form to IMW Exposition Management (SPARGO, Inc.) by the **Wednesday, July 17** deadline.
- EACs must provide a [Certificate of Liability Insurance](#) naming the International Myeloma Society, SPARGO, Inc., Freeman, and the Hynes Convention Center as additional insured. The Certificate of Liability Insurance must include Comprehensive General Liability coverage with limits not less than \$2,000,000 including Contractual Liability and Product Liability coverage and Workers' Compensation and Occupational Disease insurance in full compliance with all federal and state laws. Please see the "sample certificate of liability insurance" on the following page. Certificates of Liability Insurance must indicate the name of the exhibiting company and booth number that they are representing in the description area of the certificate. Certificates will be discarded if this information is not supplied.
- All EAC personnel must be properly identified with wristband, available at the EAC check in desk(s) and/or an official 17th International Myeloma Workshop badge on show site. The wristbands will be good on move-in and move-out days only.

All EACs are permitted on the exhibit floor ONLY during official move-in and move-out hours providing the information above is supplied. Exhibitor personnel, including EACs hired to work in their exhibit space, may not solicit from outside of their exhibit space or elsewhere in the meeting venue, including at educational and scientific meeting rooms and poster sessions, and may not canvass in any part of the exhibits or meeting venue. Failure to comply with any or all of the above will result in refusal of the EAC access to the exhibit hall and the ability to service your exhibit.

A sample certificate of insurance can be found on the next page.

Questions? Please contact Sharon Boutin (Wong-Stewart), Exposition Operations Manager



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