

# Notification of Intent to Use Exhibitor Appointed Contractor

We intend to use the following Company as our Exhibitor Appointed Contractor (EAC) for the 2017 ASCB /EMBO Meeting:

**Exhibitor Approved Contractor Name:** \_\_\_\_\_

Authorized Representative (Print name): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Exhibiting Company Name:** \_\_\_\_\_ / Booth Number: \_\_\_\_\_

Authorized Representative (Print name): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

An Exhibitor Appointed Contractor (EAC) is any company other than the American Society for Cell Biology official service contractor, Freeman. Exhibitors are responsible for informing EACs of the following requirements and for ensuring their compliance:

- Compliance with the General Policies, Rules and Regulations of the Pennsylvania Convention Center
- A Certificate of Insurance showing adequate general liability and property damage coverage must be received by October 27, 2017. **Important:** the certificate of insurance must indicate the name of the EAC being insured and the name of the exhibiting company for whom work is being performed.
- EACs must supply a list of all full-time employees and sub-contractors who will be installing, dismantling, or working in the exhibiting company's booth. Any company that is not an approved EAC or does not appear on an approved EAC's list of approved subcontractors will be denied access to the show floor. EACs must collect the proper certificates of insurance from their subcontractor(s), and maintain the original certificates (photocopies and faxes are not acceptable) on file for review by ASCB management.
- EAC Staff and its subcontractors must display company identification with photo at all times while on property at the Pennsylvania Convention Center.

**DEADLINE: October 27, 2017**

Upload completed form to the Exhibitor Portal or mail to:

Louise Campbell-Blair  
Director of Business Development  
The American Society for Cell Biology  
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