



EAC/Non-Official Contractor Notification Submission Instructions

Proof of vaccination for all exhibitor appointed contractors is required; ASCO will notify exhibitors prior to the Meeting of the accepted method(s) of vaccination validation. For more information, please visit the [Health & Safety](#) page.

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

All exhibiting companies/organizations that choose to use an EAC/Non-Official Contractor are required to submit a form, comply with all rules and regulations, and supply necessary information by **Monday, June 20**.

EACs/Non-Official Contractors will be required to use labor supplied by the appointed contractor unless the following requirements are fulfilled:

- Exhibitors must submit the Exhibitor Appointed Contractor form in the [Exhibitor Resource Center](#) by **Monday, June 20**.
- EACs/Non-Official Contractors must provide a Certificate of Liability Insurance naming ASCO, SPARGO, Inc. and The Roosevelt New Orleans as additional insured. The Certificate of Liability Insurance must include Comprehensive General Liability coverage with limits not less than \$1,000,000 including Contractual Liability and Products Liability coverage and Workman's Compensation in accordance with local law. Certificates of Liability Insurance must indicate the name of the exhibiting company and table number that they are representing in the description area of the certificate. Certificates will be discarded if this information is not supplied.
- All EAC/ Non-Official Contractor personnel must be properly identified with an official Best of ASCO New Orleans Meeting badge on show site.

EAC/Non-Official Contractors are permitted on the exhibit floor ONLY after all the information above has been supplied and only during official move-in and move-out hours. Exhibitor personnel, including EACs hired to work in the exhibit, may not solicit from outside of the exhibit space or elsewhere at the Meeting venue, including at educational and scientific meeting room. EAC/ Non-Official Contractors may not canvass in any part of the Exhibits and Food Room or at the Meeting venue. Failure to comply with any or all the above will result in refusal of the EAC/Non-Official Contractor to access the Exhibits and Food Room and the ability to service your exhibit.

[Sample Certificate of Insurance](#)

Questions?

Contact Eileen McGill, Exhibits Operations Manager



800-564-4220 (within the U.S.) or 703-679-3969



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