



## EAC/Non-Official Contractor Notification Submission Instructions

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 booth 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 the **Tuesday, January 7** deadline.

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 the **Tuesday, January 7** deadline.
- EACs/Non-Official Contractors must provide a Certificate of Liability Insurance naming ASCO, SPARGO, Inc., Freeman, and the Moscone West Building 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 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/ Non-Official Contractor personnel must be properly identified with an official 2020 GU Cancers Symposium badge on show site.

EAC/Non-Official Contractors are permitted on the exhibit floor ONLY during official move-in and move-out hours after all the information above has been supplied. Exhibitor personnel, including EACs hired to work in the booth, may not solicit from outside of the booth or elsewhere at the Symposium venue, including at educational and scientific meeting rooms and poster sessions. EAC/ Non-Official Contractors may not canvass in any part of the Posters, Exhibits, and Food Service Room or Symposium venue. Failure to comply with any or all the above will result in refusal of the EAC/Non-Official Contractor to access the [Posters, Exhibits, and Food Service 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 703-631-6200



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