

Please return this form to:

ICLR Management

c/o Chris Brown [chris.brown@aicons.org](mailto:chris.brown@aicons.org)

**NOTIFICATION OF INTENT TO USE  
EXHIBITOR APPOINTED  
CONTRACTOR**

**DEADLINE DATE**

**March 27, 2020**

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If your company plans to use a firm who is not an official service contractor as designated by ICLR Management, please complete this form and email to the address listed above. This notification form must be received BY THE DEADLINE DATE SHOWN ABOVE FOR EACH EXHIBITOR APPOINTED CONTRACTOR (EAC) THAT A SPONSOR/EXHIBITOR PLANS TO USE.

Sponsor Organization Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Sponsor Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Exhibitor Appointed Contractor (EAC): \_\_\_\_\_

EAC Address: \_\_\_\_\_

EAC Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Service to be Performed: \_\_\_\_\_

Inform your **Exhibitor Appointed Contractor** that ICLR Management will email them an EAC Agreement and sample Certificate of Insurance, and that they **must** return a copy of the executed EAC Agreement along with their Certificate of Insurance to the ICLR Management contact shown above no later than April 14<sup>th</sup>, 2020 or they will not be permitted to service your exhibit.

The Exhibitor Appointed Contractor must also furnish ICLR Management with the names of all onsite personnel who will be working on the exposition floor no later than April 14<sup>th</sup>, 2020, and see that they have and wear at all times necessary identification as determined by ICLR Management.

It is the responsibility of the Sponsor/Exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

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