

# ASCA 2018

BOSTON: APRIL 11-14  
ascassociation.org/ASCA2018

**DEADLINE: MARCH 4, 2018**

## EXHIBITOR-APPOINTED CONTRACTOR (EAC) WORK AUTHORIZATION



Exhibitors are obligated to utilize the services of official contractors for services such as freight handling, electrical, plumbing, telephone, catering and drayage. The official service contractor has control of the exposition floor, aisles, loading docks, service and storage areas.

In order to coordinate all activities and for security purposes while in the convention center, exhibitors who choose to use a non-official contractor(s), **must complete and submit this form by March 4**. All contractors must comply with all rules and regulations as posted on the Website and in the exhibitor manual.

The exhibitor-appointed contractors **must supply show management with all necessary insurance certificates by March 4, 2018**. Participation in ASCA 2018 requires proof of Comprehensive General Liability Insurance in the amount of \$1 million, which names the Ambulatory Surgery Center Association and show management as additional insureds, as well as Workers' Compensation Insurance of at least \$100,000 coverage that meets all requirements established by the state of Massachusetts.

The exhibitor-appointed contractors shall not solicit business on the show floor during installation, show or dismantling. Their work boxes, tools, etc., must remain in the confines of your booth space, not in the aisles. If they are needed in your booth on show days, you must provide exhibitor badges for them.

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Exhibiting Company Name

Booth Number

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Exhibiting Contact

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Phone

Fax

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Email Address

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Independent Contractor Company Name

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Service to be Provided

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Contact

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Phone

Fax

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Email Address

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Cell Phone (On-site Contact)