



#ISHLT2023
ishlt.org



Exhibitor Appointed Contractor Notification
Deadline Date: Tuesday, 21 March, 2023

Exhibitors may employ the services of independent contractors to install and dismantle their exhibits, provided the exhibitor and the Exhibitor Appointed Contractor (EAC) comply with all show rules and regulations. Show Management must be notified 30 days prior to the first move-in day of the show if you are using an EAC.

In addition the EAC must provide to ISHLT by Friday, 31 March, 2023:

A certificate of insurance evidencing that the EAC has in place workers' compensation insurance in the minimum amount required by state law; evidence of commercial general liability insurance, in a minimum amount of one million dollars (\$1,000,000) covering all operations; and automobile liability insurance in a minimum amount of one million dollars (\$1,000,000) covering all owned, hired, and non-owned vehicles. The policies for commercial general liability and automobile liability will name the International Society for Heart and Lung Transplantation, Colorado Convention Center, and Freeman as additional insureds for the Events covered by this Agreement.

To provide labor for the installation and dismantling of an exhibit on behalf of an exhibitor, the Exhibitor Appointed Contractor (Stand Builder) must hold a current membership with IATSE or be a signatory with the local 7 union in Denver. If the membership with IATSE is not current or there is no signatory with the local 7, the Exhibitor Appointed Contractor must hire labor that holds a current signatory with IATSE local 7.

We request permission to use the following EAC to perform installation and dismantle services:

EXHIBITOR APPOINTED CONTRACTOR (EAC):

Company: _____

City/State/Zip: _____

Contact: _____

Email: _____

Phone: _____

Type of Service to be Performed: _____

SUBMITTED BY (EXHIBITING COMPANY):

Company: _____ Booth #: _____

Contact: _____ Title _____

Return to: Lisa Collins, Meetings, and Industry Partnerships Manager
E-mail: lisa.collins@ishlt.org