

# NOTIFICATION OF INTENT TO USE AN EXHIBITOR APPOINTED CONTRACTOR



**DEADLINE 12 November 2024**

**If your company plans to use a firm who is not an official service contractor as designated by Exhibit Management (Freeman), please complete and return this form.**

## Exhibiting Organization

**Booth #**

**On-Site Contact**

## Exhibitor Appointed Contractor

**EAC Contact**

**Address of EAC**

**Phone**

**E-mail**

**Type of service(s) to be performed:**

Exhibitors are required to provide a list of the names of all Exhibitor Appointed Contractors who will be servicing the AMS exhibit program during Move-In and Move-Out for booth staff badges. It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the Official Rules and Regulations of this event.

By 11/12/24, please email to [exhibits@ametsoc.org](mailto:exhibits@ametsoc.org) with a copy of the EAC COI Jessica Hanley, Meetings/Exhibits Coordinator, AMS, 45 Beacon Street, Boston, MA, 02108. Exhibitors **MUST** send a copy of their Exhibitor Appointed Contractors' General Liability Insurance Certificate no later than November 12, 2024 or they will not be permitted to service your exhibit.