



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

**DEADLINE DATE
JUNE 21, 2024**

Please return this form to ICML
Management % Stephanie Willes |
Email: stephanie@eventhosts.cc

If your company plans to use a firm who is not an official service contractor as designated by ICML Management, please complete this form and email to the address listed above. This notification form must be received by the deadline date above for each exhibitor appointed contractor (EAC) that an exhibitor plans to use.

Exhibitor Name _____ Booth Number _____

Exhibitor Contact _____ Phone _____ Email _____

Exhibitor Appointed Contractor (EAC) _____

EAC Address _____

EAC Contact _____ Phone _____ Email _____

Type of Service to be Performed _____

Inform you Exhibitor Appointed Contractor that ICML Management will email them an EAC Agreement and sample Certificate of Insurance, and that they MUST return a copy of the executed EAC Agreement with their Certificate of Insurance to the ICML Management contact shown above no later than July 1, 2024 or they will not be permitted to service your exhibit.

The Exhibitor Appointed Contractor must also furnish ICML Management with the names of all onsite personnel who will be working on the exposition floor no later than July 1, 2024, and see that they have and wear at all time necessary identification as determined by ICML Management.

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.
