



**DIA2020**  
GLOBAL ANNUAL MEETING  
WASHINGTON, DC | JUNE 14-18

# Exhibitor Appointed Contractor Notification Form

[DIAglobal.org/DIA2020](http://DIAglobal.org/DIA2020)

**Please return completed form to DIA Exhibits:**  
[DIA@smithbucklin.com](mailto:DIA@smithbucklin.com)

**DEADLINE DATE: MAY 22, 2020**

Show Name: DIA 2020 Global Annual Meeting | June 14-18, 2020

Exhibiting Company Name:

Booth #:

Exhibiting Company Contact Name:

Phone #:

Email Address:

If your company plans to use a firm who is not an official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Exhibitor Appointed Contractor Name:

EAC Address:

EAC Supervisor Onsite:

Phone #:

Email Address:

Type of Service to be Performed:

Inform your Exhibitor Appointed Contractor that they **must** send a copy of their General Liability Insurance Certificate no later than 14 Days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit. Certificates may be emailed to [DIA@smithbucklin.com](mailto:DIA@smithbucklin.com).

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

This form must be received no later than 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

Exhibitor-appointed contractors may obtain the appropriate badges only at the designated independent contractor check-in station. Exhibitors are responsible for informing contractors of the following requirements and ensuring their compliance.

- Exhibitor-appointed contractors must agree to abide by all rules and regulations of the show, and agree to abide by all union rules and regulations.
- Exhibitor-appointed contractors are allowed to do display work only.
- Forklifts other than those used by Freeman are not allowed on the show floor.
- The exhibitor will be liable for any expense or damage caused by, or as a result of, its appointed contractors.
- Exhibitors may not order badges for their contractors.
- Exhibitor-appointed contractors are not allowed to set-up service desks on the show floor or in any booth.
- Provide to DIA no later than 30 days prior to the show:
  - General Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate; Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each accident; Umbrella Liability not less than \$1,000,000 each occurrence naming The Freeman Companies (General Contractor), Drug Information Association, Inc., SmithBucklin., and the DIA 2020 Global Annual Meeting as additional insured, except for Workers Compensation.

I have read, understand, and agree to the terms and guidelines regarding Exhibitor Appointed Contractors for this event.

Name

Title

Date