

# EXHIBITOR-APPOINTED CONTRACTOR APPLICATION

## DEADLINE: JANUARY 5

Companies that wish to obtain labor through an independent contractor must complete this form and submit it to the Chicago Dental Society no later than January 6. No exceptions.

Companies that do not submit their requests by that date must use the show general contractor labor.

### NOTIFICATION

Notification must come from the exhibiting company, not the exhibitor-appointed contractor (EAC). Requests coming directly from the EAC will not be acknowledged. The EAC should contact its client directly for all information on booth assignments, configurations, floor plans or any other information relating to their booth.

### ACCESS TO EXHIBIT HALL

All vendors will be required to wear a temporary wristband to gain access to the exhibit floor. Please review the following procedures and if you have questions please contact either Nathan Pease, [npease@cds.org](mailto:npease@cds.org), or Lisa Girardi, [lgirardi@cds.org](mailto:lgirardi@cds.org).

1. All EACs must have their Certificate of Insurance and the original notification as an exhibitor designated contractor on file with the CDS. If the paperwork has not yet been submitted, the EAC Application and Certificate of Insurance sample can be found on our website at [www.cds.org](http://www.cds.org) listed in the Midwinter Meeting section under Exhibitor Information.
2. All EACs will be required to wear a temporary wristband to gain access to the Exhibit Hall during move-in (Feb. 20 – 22) and move out (after 4 p.m. Feb. 25 – 27). A limited number of Show Day wristbands will be available in the Show Security Office, located on Level 3, Hall F.
3. All EACs must submit in writing the name, on-site phone and/or cell phone numbers of the designated on-site foreman/supervisors who will be responsible for receiving the daily wristbands.
4. All EACs must submit in writing the total number of wristbands required for Monday, Feb. 20, by the close of the business day Friday, Feb. 17. There are no exceptions to this deadline. Fax that list to 312.836.7339.

5. Armageddon Security will distribute Tuesday's wristbands for those EACs needing access to the Exhibit Hall between 7 – 8 a.m. The distribution site is located on Level 3, Hall F.

6. Wristband requests for subsequent days must be delivered in writing by 2:30 p.m. to the CDS/Armageddon Security Room in Hall F.

Wristbands will be distributed at that time, as well as the following morning, between 7 – 8 a.m.

7. All EACs must keep a daily master list of all individuals on their payroll. This list must be available to the CDS on request.

### CERTIFICATE OF INSURANCE

Independent contractors must provide the Chicago Dental Society with a Certificate of Insurance by the above deadline.

Independent contractors must provide the Chicago Dental Society with a Certificate of Insurance listing the Chicago Dental Society, McCormick Place Complex and Metropolitan Pier and Exposition Authority, Freeman, its members, employees and agents, as additional named insureds, as set forth in the indemnification and insurance provision in the contract for exhibit space. The policy should include a minimum of \$1 million comprehensive general liability, \$1 million worker's compensation insurance including employee liability coverage, and \$500,000 with respect to damage of property. Contractors who fail to meet the deadline will not be allowed in the Exhibit Hall.

Independent contractors must abide by the rules and regulations included in the exhibitor prospectus.

To complete this application, please print or type the information below, or fill using Acrobat Reader. Sign and submit copy to: Chicago Dental Society, 401 N. Michigan Ave., Suite 200, Chicago, IL 60611-5585 or [lgirardi@cds.org](mailto:lgirardi@cds.org)

### CONTACT INFORMATION (TYPE OR PRINT)

EXHIBITING COMPANY NAME CONTACT BOOTH #

NAME OF EXHIBITOR-APPOINTED CONTRACTOR ON-SITE CONTACT

ADDRESS

CITY STATE ZIP PHONE NUMBER OF EXHIBITOR-APPOINTED CONTRACTOR

CHICAGO DENTAL SOCIETY  
401 N. Michigan Ave., Suite 200 Chicago, IL 60611-5585  
P: 312.836.7300 E: [exhibits@cds.org](mailto:exhibits@cds.org)



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158th MIDWINTER MEETING  
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