



EXHIBITOR APPOINTED CONTRACTOR FORM
 Society of Interventional Radiology
 March 17-22, 2018
 Los Angeles Convention Center
 Los Angeles, CA

DEADLINE: February 19, 2018

SIR has secured a team of contractors with the experience and resources required to meet all exhibitor needs. We encourage all exhibitors to call upon the expertise of these organizations in planning their SIR 2018 exhibit. If desired, an exhibitor may appoint a contractor other than those listed to provided labor and supervision for the installation and dismantling of their exhibit as well as other meeting services. Proper labor affiliation and insurance verification of an appointed contractor must be submitted to SIR no later than **February 19, 2018**. In any case, the designated official contractor must be used for the following services:

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|------------------------------|-----------------------|--------------------|----------------|----------------------------|
| Audio Visual/Computer | Cleaning | Catering | Drayage | Electrical/Plumbing |
| Floral | Lead Retrieval | Photography | Rigging | Security |
| Telecom/Internet | | | | |

In order to process your request the following information is required:

EXHIBITING COMPANY INFORMATION			
Company Name			Booth #
Official Contact			Telephone
Arrival Date	Departure Date		Fax

APPOINTED CONTRACTOR INFORMATION			
Contractor			
Address			Telephone
			Fax
Pre-Meeting Contact		On-Site Contact	
Services to be provided*			

***Note:** Only the contractor listed may provide those services specifically indicated on this form. If multiple contractors are to be used, separate forms must be submitted for each.

ACCEPTANCE

Receipt of this form by SIR management does not constitute acceptance/approval of the request. Upon execution of a supplemental agreement by the exhibitor and proof of insurance by the above listed contractor, SIR will issue written approval of the request.

Signature of Official Contact	Date
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Mail to:
 Society of Interventional Radiology
 Attn: Exhibits Manager
 3975 Fair Ridge Drive, Suite 400 North
 Fairfax, VA 22033

Fax: (703) 691-1855
Email: sevenden@SIRweb.org

Questions: Contact Susie Evenden at (703) 460-5586