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:

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

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

<table>
<thead>
<tr>
<th>EXHIBITING COMPANY INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>Booth #</td>
</tr>
<tr>
<td>Official Contact</td>
<td>Telephone</td>
</tr>
<tr>
<td>Arrival Date</td>
<td>Departure Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPOINTED CONTRACTOR INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Telephone</td>
</tr>
<tr>
<td>Pre-Meeting Contact</td>
<td>On-Site Contact</td>
</tr>
<tr>
<td>Services to be provided*</td>
<td></td>
</tr>
</tbody>
</table>

*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

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

Fax: (703) 691-1855

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

Email: sevenden@SIRweb.org