



## Notification of Intent to Use an Independent Contractor

The contractor listed below will install and dismantle our booth in accordance with all exhibitor rules and regulations as specified in the exhibitor prospectus and the service kit. We understand that failure to do so may result in immediate removal from the exhibit hall. In addition, the exhibitor shall provide evidence that the exhibitor-appointed contractor has filed a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, with show management and Freeman on or before August 14, 2024. Requests received after August 14, 2024 will be subject to approval.

Certificate of insurance must include a minimum of \$1,000,000 liability coverage (including property damage) naming each of the following as Additional Insured:

- American College of Chest Physicians/CHEST Annual Meeting 2024
- Freeman Companies
- Boston Convention and Exhibition Center

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Company Name

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Contact Name

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Telephone

Email

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Signature

This is official notification of our intent to use the following independent contractor at CHEST 2024.

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Company Name

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Onsite Contact Name

Email

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Office Phone

Cell Phone

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Services Provided

**This form must be submitted by August 14, 2024 to:**

Josh Coe  
jcoe@chestnet.org  
American College of  
Chest Physicians 2595  
Patriot Blvd.  
Glenview, IL 60026