

CONTRACTORS & LABOR RATES

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Contractor Services

ISMRM will designate contractors, as named in the Exhibitor Service Kit, to provide buildup and dismantling services to exhibitors. Such contractors will provide all show services other than supervision.

The exhibitor shall provide only the material and equipment that it owns and that is to be used in the exhibit space. All other items used in the booths are to be provided only by such contractors. The official freight contractor will have complete control of all dock and loading facilities. The freight contractor will receive all shipments and van loads, handle all freight, and provide all rigging, labor and equipment relating to freight handling. Internet, electrical, plumbing, catering and telephone services, etc. can be ordered by using the forms in the Exhibitor Service Kit.

Exhibitor Service Kit

If an exhibitor wishes to use a labor contractor other than the official Labor Contractor, the exhibitor must submit the Exhibitor Appointed Contractor (EAC) Forms to the ISMRM by Friday, 11 March 2016. At the same time as this form is submitted, the exhibitor must also provide ISMRM with certificates of insurance for all agents or representatives who are performing services at the Suntec Singapore Convention Centre site other than the exhibitor's employees. These agents or representatives, as well as all employees, must be identified by the official ISMRM badge prior to entering the exhibition hall. Please email EAC forms and certificates of insurance to Melisa Martinez at: melisa@ismrm.org.

Labor Rates and Services

Detailed information regarding work rules for all trades operating at the Suntec Singapore Convention Centre site will be provided in the Exhibitor Service Kit. Labor rates will be announced in the Service Kit; all rates will be listed in either Singapore and/ or United States dollars. Rates subject to change; local and government taxes are not included.

**FINAL LABOR
RATES WILL BE
PUBLISHED IN THE
EXHIBITOR SERVICE KIT**