

INSURANCE

Each exhibitor is required to provide WRA show management with a certificate of insurance, which verifies that the exhibitor is currently covered for loss or damage to property and liability for personal injury. Recommended minimum liability coverage is \$1,000,000 combined single limit. Absolutely no setup will be allowed until a certificate is on file with WRA. All insurance certificates should be submitted to the Wisconsin Restaurant Association **no later than February 9, 2012.** Certificates may be submitted via mail (2801 Fish Hatchery Road, Madison WI 53713), email (dtaber@wirerestaurant.org) or fax (608-270-9960).

A certificate of insurance is also required for all Exhibitor Appointed Contractors (EACs).

Insurance certificates from any EAC must name the Wisconsin Restaurant Association and Valley Expo & Displays as additional insureds. It is recommended that you submit EAC insurance certificates with the EAC Work Authorization form found within the "Freight/Labor" section in this manual.

All property used or exhibited is at the sole risk of the exhibitor. The Wisconsin Restaurant Association will not assume any responsibility for injury, loss, theft, or damage to persons, goods, equipment, or decorations caused by the operations of the exhibitor.

SECURITY

Wisconsin Restaurant Expo security is provided to control persons entering and leaving the convention center. Security personnel will be on duty during move-in and 24 hrs. a day during show hours. However, this security service does not guarantee against theft. Neither the Wisconsin Restaurant Association nor its official contractors are responsible for your property in the event of theft, accident, vandalism or other causes.

Following are some hints you may find helpful to prevent theft:

- Keep all loose electronic items (cameras, radios, laptop computers) in a secure location and take them with you at the close of the show each day.
- Make an inventory of all equipment and engrave each item with identifying information before shipping.
- Ship your equipment in well-constructed, lockable containers.
- Mark your containers only with your company name, address, and identifying numbers.
- Keep a list of the numbered crates that documents the contents of each container.
- Never mark containers with identifying notation such as "Computer Equipment."
- Have containers unpacked in your presence. Compare contents to your master inventory list.
- Instruct your trade show staff on security issues and responsibilities, both in the convention center and outside the facility.

NON-EXHIBITING SUPPLIER POLICY

Suppliers that have not purchased exhibit space are not allowed to attend the Expo.

The following exceptions will be made:

- If a supplier is part of an exhibiting company's booth, and will be working that booth, they will be allowed on the show floor as an exhibitor.
- Companies who are scouting the Expo for consideration of exhibiting in 2012 may be pre-authorized to attend. They will be assigned a specific time to walk the show floor escorted by an Expo staff member. They will be forbidden from soliciting business at the Expo, including the distribution of sales literature, samples and business cards.

For the protection and security of our exhibitors, individuals not approved to attend the Expo and/or anyone violating the rules will be asked to leave the convention center. Contact show management immediately if you see someone violating these rules. Please report any suspicious activity to the Information Booth #602.