

An Exhibitor-Appointed Contractor (EAC) is any company that is not recognized as the official show contractor. Valley Expo & Displays is the official contractor for the 2012 Wisconsin Restaurant Expo.

For services such as electrical, plumbing, telephone, standard decorating equipment (such as pipe & drape, tables, carpeting for in-line booths, etc.), cleaning and drayage, *no contractor other than the official contractor* will be approved. This regulation is made necessary because work is done on equipment and facilities owned by parties other than the exhibitor. The exhibitor shall provide only the material and equipment that they own and that is to be used in their exhibit space.

EAC's are allowed to install and dismantle custom exhibits as well as provide and install carpeting for island booths. However, the only forklifts and pallet jacks permitted are those owned and operated by Valley Expo & Displays.

If exhibitors wish to utilize an exhibitor-appointed contractor for exhibit install and dismantle, a Work Authorization Form MUST be signed by the exhibitor and filed with the WRA's Wisconsin Restaurant Expo Exhibitor Services Department **no later than February 9, 2012.** A certificate of insurance from the EAC naming the Wisconsin Restaurant Association and Valley Expo & Displays as additional insureds must also accompany the request. The EAC Work Authorization Request Form can be found on the following page in this manual. In addition to the Wisconsin Restaurant Association forms, Valley Expo & Displays has EAC forms that must be completed and returned by **February 9, 2012.** These forms are also located in the "Freight/Labor" section of this manual.

EACs must order work badges for use during the move-in and move-out period. Please instruct the primary contact for your EAC to request badges for their staff by using the "EAC Badge Order Form" found later in this section. The EAC Badge Order Form must be completed and returned to the Wisconsin Restaurant Association by **February 9, 2012.**

EACs are not allowed to solicit business on the show floor, including during installation, show dates, and dismantling. If found soliciting business, the EAC will be escorted from the exhibition site.

The EAC is responsible for adherence to all rules and regulations including those regarding badges.

Freight brought in on an EAC vehicle must be unloaded by Valley Expo & Displays. Appropriate drayage charges will be billed to the EAC. Each EAC must also fill out and return a Dock Pass Request form to Wisconsin Restaurant Association.

If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors or impairs the smooth installation and dismantling of the exhibitor, the EAC will immediately cease such disruption or be removed from the exhibition site. Exposition Management will have the final decision in such instances.