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 2020 Midwest Foodservice 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.

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

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 exhibit hall.

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

If an exhibitor chooses to utilize an Exhibitor Appointed Contractor for the installation and dismantling of their exhibit, the following information MUST be submitted:

1. EAC Authorization Form (WRA form) - This form can be found on the following page in this manual. It must be completed by the exhibitor and submitted to the Wisconsin Restaurant Association’s Midwest Foodservice Expo Exhibitor Services Department no later than February 6, 2020.

2. Certificate of Insurance - A certificate of insurance from the EAC naming both the Wisconsin Restaurant Association and Valley Expo & Displays as additional insureds must also accompany the request form noted above.

3. EAC Badge Order Form - EACs must order work badges for use during the move-in and move-out periods of the Expo. The EAC Badge Order Form is found later in this section of the Exhibitor Service Manual. Please instruct the primary contact for your EAC to request badges for their staff by using that form, which must be submitted to the Wisconsin Restaurant Association’s Midwest Foodservice Expo Exhibitor Services Department no later than February 6, 2020.

4. Exhibitor Appointed Contractor Authorization Form (Valley Expo & Displays form) - Similar to the WRA’s EAC Authorization Form noted above, this form must be completed, but should be submitted to Valley Expo & Displays. The form is also found later in this section of the Exhibitor Service Manual and must be submitted by February 6, 2020.

5. Dock Pass Request - Like any other exhibitor needing to access the third floor loading dock area, EACs must request a dock pass. See previous page (titled “Dock Pass Request Form”) for details.

Freight brought in on an EAC vehicle must be unloaded by Valley Expo & Displays. Appropriate drayage charges will be billed to the EAC.

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 process of any exhibitor, the EAC will immediately cease such disruption or be removed from the exhibit hall. Exposition Management will have the final decision in such instances.

Please also see Valley Expo & Displays’ “Exhibitor Appointed Contractor” page later in this section for additional information and rules regarding Exhibitor Appointed Contractors.