



WORLD DAIRY EXPO

Exhibitor Appointed Contractor Form

This form must be submitted by the contracted Exhibitor with World Dairy Expo by September 1 if you plan on using any contractor for installation and dismantling of your booth or booth equipment, other than the official contractor, the Alliant Energy Center. You do not need to complete this form if you are installing your booth with your company personnel.

As the contracted Exhibitor, you are responsible for forwarding the World Dairy Expo [Display Rules and Regulations](#) and [Exhibitor Manual](#) to your Exhibitor Appointed Contractor (EAC) to ensure that they are aware of all Expo display rules, deadlines, set-up times, etc. A certificate of insurance for the Exhibitor Appointed Contractor (EAC), listing World Dairy Expo as additional insured, must be provided. The EAC certificate of insurance does not eliminate the need for the exhibiting company's certificate of insurance to be submitted.

EAC (Installation and Dismantling) Company Name: _____

EAC Contact Name: _____

EAC Address: _____ City: _____ State: _____ Zip: _____

Country: _____ Phone: _____ Email: _____

EAC On Site Contact (if different): _____

Cell Phone Number of On-Site Contact (will only be used in emergency): _____

URL/Website of EAC: _____

Name of Exhibiting Company: _____

Booth Number of Exhibiting Company: _____

By signing this form, you are indicating your responsibility for the appointed contractor to adhere to all rules, regulations, and policies of World Dairy Expo and the Alliant Energy Center.

Exhibiting Company Representative's Signature: _____

Name: _____ Company: _____

Title: _____ Date: _____

Certificates of Insurance Must Be Filed For all Outside Contractors and must be effective for all dates of move-in through move-out.

Complete and Return this Form and Certificate of Insurance by September 1 to:

World Dairy Expo, 3310 Latham Dr., Madison, WI 53713

Email: tradeshow@wdexpo.com