INSURANCE

Each exhibitor is required to provide show management (Wisconsin Restaurant Association) with a certificate of insurance which verifies that the exhibitor is currently covered for loss or damage to property, liability, and personal injury. Recommended minimum liability coverage is $1,000,000 combined single limit. The Wisconsin Restaurant Association must be listed as an additional named insured. Absolutely no setup will be allowed until a certificate is on file with WRA. All insurance certificates should be submitted no later than February 7, 2020. Certificates should be sent to Debbie Taber at dtaber@wirestaurant.org or fax to 608.270.9960 or send via USPS/mail to Wisconsin Restaurant Association, 2801 Fish Hatchery Road, Madison WI 53713.

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 named insureds. It is recommended that you submit EAC insurance certificates with the EAC Work Authorization form found in the “Freight & Labor” section in this manual.

Contact your insurance company and/or broker for compliance assistance. For your convenience, you are able to purchase liability insurance for $84.00. Click here for details.

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

Security is provided to control persons entering and leaving the convention center. Security personnel will be on duty 24 hours/day during the move-in, throughout the three exhibiting days, and during the entire move-out period. 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 (phones, 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

Non-exhibiting suppliers are allowed to attend the Expo, provided they pay the full admission price.

A “No Suitcasing” policy will be in effect. Suitcasing refers to individuals who visit tradeshows as attendees, but “work the aisles” from their suitcase (or briefcase), soliciting business from other attendees. Any attendee who is observed to be soliciting business in the aisles or other public spaces will be asked to leave. Contact show management immediately if you see someone violating this policy. Please report any suspicious activity to staff in the Information Booth.