



# 2018 WORLD DAIRY EXPO

## Exhibitor Appointed Contractor Form

This form must be submitted 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 contractor 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, listing World Dairy Expo as additional insured, must be provided.

Name of Installation and Dismantling Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

On Site Contact (if different): \_\_\_\_\_

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

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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Title: \_\_\_\_\_

Certificates of Insurance Must Be Filed For all Outside Contractors By September 1.

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

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

Fax: 608-224-0300 or Email: [cripp@wdexpo.com](mailto:cripp@wdexpo.com)