



MARKETPLACE

EAC PROCEDURES

DEFINITION

An Exhibitor-Appointed Contractor (EAC) is any company other than one of the 2014 TRA Marketplace Official service contractors that an exhibitor employs inside the exhibit hall before or after the show.

EXCEPTIONS

Exceptions to using the official contractors will be granted only if they do not interfere with or prejudice the orderly installation, interim services, or dismantling of the exhibits. An exception will not be granted if it is inconsistent with commitments made and obligations assumed by the Texas Restaurant Association (TRA) and the TRA Marketplace and its agents in any contract with service contractors or in its lease with the George R. Brown Convention Center.

EXCLUSIONS

Permission to use an EAC will NOT be granted for the following services:

Catering/Ice	Material Handling/Drayage
Electrical	Plumbing/Natural Gas
Internet/Telephone Services	Rigging
Labor/Booth Cleaning	Security

The service contractor designated by the TRA Marketplace must be used for each of these services.

AGREEMENT

Should you utilize an EAC, you agree to indemnify and hold harmless TRA and the TRA Marketplace and its agents, and the exhibit facility from any act or situation that would cause TRA, the TRA Marketplace and its agents, and the exhibit facility to become liable or suffer losses, damages, injuries, claims, demands and expenses, including legal expenses, due to the presence or actions of the EAC.

The use of EACs will be considered when the exhibitor and EAC has done the following:

- Fill out the EAC Authorization Form and return by the deadline: **May 2, 2014**
- Pay all outstanding balances for EAC fees by the deadline: **May 30, 2014**

PROOF OF INSURANCE

Requests must be accompanied by original certificates of liability insurance from each EAC. Photocopies will not be accepted. Insurance must include workers' compensation/employer's liability and comprehensive general liability with minimum policy limits of \$1 million. Limits must meet the requirements established by the State of Texas, and should name the Texas Restaurant Association, the TRA Marketplace, Global Experience Specialists (GES), and its agents as ADDITIONAL INSURED.

EAC FEE STRUCTURE

See the EAC Fee Structure page for more information about costs associated with allowing an EAC on the show floor. Payment must be received from all EACs before they are allowed into the exhibit hall.

EAC AUTHORIZATION FORM

Complete the authorization form once for each EAC you have committed to hire for the TRA Marketplace. If you are using multiple EACs, please complete one form for each.

Note: All EAC forms must be received from the exhibiting company and should include an original signature.



EAC FEE STRUCTURE

Each year, more and more trade show related services are being performed by Exhibitor Appointed Contractors (EACs.) We recognize that each exhibitor selects those vendors that they believe will best serve their needs to exhibit in the TRA Marketplace. If an exhibitor chooses to employ an EAC, Show Management will allow them on the show floor as long as they conform to the rules and regulations of the show.

Along with the growing number of EACs on the show floor, have come numerous added expenses and legal costs that result in an increase in liability claims, hall damage, excess cleaning charges, and extra administrative costs for passes/badges, contracting, insurance tracking, etc.

Rather than pass on these added costs to all exhibitors, including those who do not use EACs, we have implemented a formal fee system. Each EAC hired by an exhibiting company will be responsible for paying a fee. The fee structure consists of two components and applies to ALL contractors regardless of the service they provide.

The first component of the fee is a fixed cost of \$100.00 per EAC, regardless of the number of booths being serviced. The second component is a minimal fee which will be assessed to each EAC, per square foot for each booth that the EAC has been hired to install and dismantle.

EAC FEE STRUCTURE

FEE 1 - \$100.00 per EAC

FEE 2 - See table below for sample fees (Sample fees based on 10¢ per gross sq. ft.)

BOOTH SIZE	TOTAL FEE
100 sq. ft	\$110.00
200 sq. ft	\$120.00
300 sq. ft	\$130.00
400 sq. ft	\$140.00
500 sq. ft	\$150.00
600 sq. ft	\$160.00
700 sq. ft	\$170.00
800 sq. ft	\$180.00
900 sq. ft	\$190.00
1,000 sq. ft	\$200.00

Note: The table shows examples of the fee for some common booth sizes. If your booth size is not listed, you can determine the fee your EAC will be charged by multiplying the total number of square feet by .10 and adding this to the fixed fee.

For example, if you have a 10x10 booth, your EAC will be charged \$10.00 (10x10 = 100 sq. ft.) plus the fixed \$100.00 fee for a total of \$110.00.

Once you have filled out the EAC Authorization Form, Show Management will assess a fee and invoice the EAC company. The invoice will be sent to the contact information provided on the EAC Authorization Form.



MARKETPLACE

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EAC AUTHORIZATION FORM

If a TRA Marketplace exhibitor plans to use a firm other than the Official Service Contractors, the EXHIBITOR must complete and return this form to Show Management.

DEADLINE: May 2, 2014

If the exhibitor fails to supply this form by the above date, the EAC will not be permitted access to the exhibit hall, and the work will be performed and/or supervised by the Official Service Contractor.

Permission to use an EAC will NOT be granted for the following services:

Catering/Ice
Electrical
Internet/Telephone Services
Labor/Booth Cleaning

Material Handling/Drayage
Plumbing/Natural Gas
Rigging
Security

All of the information below **MUST BE COMPLETED**. **The independent contractor's original certificate of insurance must also be sent to TRA by the above deadline date.** The certificate must name the TRA, the TRA Marketplace and its Agents as ADDITIONAL INSURED.

EXHIBITOR INFORMATION

Exhibiting Company: _____

Booth Number: _____ Office Phone Number: _____

Exhibitor Key Contact: _____ Title: _____

By signing below you agree to indemnify and hold harmless the Texas Restaurant Association (TRA), the TRA Marketplace and its agents, and the exhibit facility from any act or situation which would cause TRA, the TRA Marketplace and its agents, and the exhibit facility to become liable or suffer losses, damages, injuries, claims, demands and expenses, including legal expenses, due to the presence or actions of the EAC.

Exhibitor Signature: _____ Date: _____

EAC INFORMATION

Type of work to be performed: _____

Exhibitor Appointed Contractor to be used: _____

EAC Contact Name: _____

EAC Address: _____

Phone: _____ Fax: _____

Email: _____

Fax completed form to 512 477-6486 or email to expoinfo@tramail.org
For more information, contact the TRA Marketplace Department at 800-395-2872