



# EAC PROCEDURES

## DEFINITION

An Exhibitor-Appointed Contractor (EAC) is any company other than one of the 2017 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), TRA Marketplace and its agents, in any contract with service contractors, or in its lease with the Kay Bailey Hutchison 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 TRA Marketplace and its agents, and the exhibit facility from any act or situation that would cause TRA, 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 have filled out the EAC Authorization Form and returned it by the deadline: **June 16, 2017**



## 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 INSUREDS.

## 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.*