



July 9-11, 2022 | Dallas, Texas | www.txrestaurantshow.com

SHOW INFORMATION

EVENT LOCATION

Halls A & B

Kay Bailey Hutchison Convention Center

650 S. Griffin Street

Dallas, TX 75202

ONSITE REGISTRATION

Onsite Exhibitor Registration will be available in the Main Lobby outside of Exhibit Hall A & B of the Kay Bailey Hutchison Convention Center

Friday, July 8, 2022 8:00 a.m. – 5:00 p.m.

through

Monday, July 11, 2022 8:00 a.m. – 4:00 p.m.

EXHIBITOR MOVE-IN HOURS

All staff assisting in move-in and move-out must be 18 years & older. No exceptions.

Friday, July 8, 2022 8:00 a.m. – 5:00 p.m.

Saturday, July 9, 2022 8:00 a.m. – 5:00 p.m.

All freight must be moved in by 5:00 p.m. on Saturday, July 9.

SHOW HOURS

Sunday, July 9, 2022 9:30 a.m. – 5:00 p.m.

Monday, July 11, 2022 9:30 a.m. – 4:00 p.m.

EXHIBITOR MOVE-OUT HOURS

Exhibitors will not be permitted to remove any property from the exhibit hall and exhibits cannot be disassembled prior to show closing at 4:00 p.m. on Monday, July 11.

Monday, July 11, 2022 4:00 p.m. – 12:00 a.m.

Tuesday, July 12, 2022 8:00 a.m. – 5:00 p.m.

TEXAS RESTAURANT SHOW CONTACT INFO

800.395.2872 | 512.457.4100 | exposervices@txrestaurant.org

Mail to: Texas Restaurant Show

P.O. Box 1429

Austin, Texas 78767-1429



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FACILITY SPECS

EXHIBIT HALL

- Facility: Kay Bailey Hutchison Convention Center
- Exhibit Halls: A & B
- Ceiling Height: 35 Ft.
- Utilities: Electricity, Water, Drains, Compressed Air, Natural Gas, and Telecommunications
- Floor Load: 350 PSF (lbs. per sq. ft.)
- Concrete floors, carpeted aisles

Note: All exhibit booths are required to have floor covering.

LOADING FACILITIES

Drive-in access varies from approximately 24' x 16' to 24' x 20' depending on exhibit hall. Floor load is 350 PSF (lbs. per sq. ft.).

BOOTH EQUIPMENT

- Booth Back Drape: 8' high back wall, Black
- Booth Side Drape: 3' high side rail, Black
- Aisle Carpet: Pepper
- All exhibitors will be provided with a 7" x 44" identification sign showing company name and booth number.
- **All booths are required to have some form of floor covering.** If an exhibitor lays his/her own carpet, the carpet tape must be easily removed. The exhibitor is responsible for removing all tape and residue.
- Proper tape and all other equipment may be obtained through GES using the forms in this manual or by ordering online at <https://ordering.ges.com/042600610/welcome> or to download a PDF of the ESM, <https://ordering.ges.com/042600610/FullESM>

BOOTH HEIGHT RESTRICTIONS

- In-line, Corner & Half Island booths are limited to 8' in height
- Perimeter booths are limited to 14' in height
- Peninsula & Island booths are limited to 20' in height

Please review the Display Rules and Regulations for specifics regarding booth specs and design.



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DEADLINE CHECKLIST

3 MONTHS BEFORE THE SHOW / APRIL 2022

- ☐ Be sure you have read the Exhibitor Service Manual
- ☐ Register Exhibitor Badges
- ☐ Turn in EAC Authorization Form and Fees before deadline
- ☐ Complete Program & Directory Listing
- ☐ Reserve Program & Directory Ad Space
- ☐ Submit necessary GES forms prior to deadlines
- ☐ Make hotel reservations
- ☐ Make airline/transportation reservations

2 MONTHS BEFORE THE SHOW / MAY 2022

- ☐ Register Exhibitor Badges
- ☐ Review Material Handling Regulations
- ☐ Complete Program & Directory Listing
- ☐ Reserve Program and Directory Ad Space
- ☐ Submit necessary GES forms prior to deadlines
- ☐ Make airline/transportation reservations

1 MONTH BEFORE THE SHOW / JUNE 2022

- ☐ Finalize booth personnel and register exhibitor badges online
- ☐ Make hotel reservations:
 - **Deadline June 14, 2022** Omni Dallas Hotel
- ☐ June 3 – Upgraded Directory Listing Deadline
- ☐ June 10 – Program & Directory Advertising Contract and Payment Info. Deadline
- ☐ June 10 – Program & Directory Advertising Artwork Deadline
- ☐ June 13 – EAC Form Deadline
- ☐ June 17 – GES Order Forms Deadline Date (Best Pricing)

MONTH OF THE SHOW / JULY 2022

- ☐ July 6 – If you plan to pre-register booth staff, online registration must be completed by 5:00 p.m. CST



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Alcohol Regulations

The Texas Alcoholic Beverage Commission allows our exhibitors to serve alcoholic beverages from their booths. This permission is based on the fact that the servings must be sample pours only. In order to protect both TRA and our exhibitors, there is a limit on the serving sizes allowed:

The maximum size cup for **beer** samples is 7 oz.

The maximum serving portion for **liquor** samples is 1/2 oz.

The maximum serving portion for **wine/wine coolers** is 2 oz.

IDs should be checked for compliance with state age restrictions.

Exhibitors who do not sign the Alcohol Acknowledgement Form will not be allowed to serve alcohol in their booth.



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Alcohol Acknowledgement Form

The 2022 Texas Restaurant Show is quickly approaching. As the Show's Producer, the Texas Restaurant Association (TRA) must ensure it is fulfilling its legal obligations. One of the regulations with which we must comply concerns the special dispensation from the Texas Alcoholic Beverage Commission (TABC) that allows our exhibitors to serve alcoholic beverages in their booths.

If you will be serving alcoholic beverages in your booth, please be aware that all servings must be sample size only. We have instituted a strict limit on the serving sizes during the Texas Restaurant Show to protect TRA and our exhibitors.

Maximum portion size per sample:

Beer	7 oz.
Spirits/Liquor/Liqueur	½ oz.
Wine/Wine Cooler	2 oz.

IMPORTANT: You must ensure that ID's are checked for compliance with state regulation. The legal age to consume alcoholic beverages in Texas is 21. Compliance with this rule will be strictly enforced. If you have any questions, please contact our office at 800.395.2872.

Sincerely,

Tony Abruscato

Tony Abruscato
Vice President, Events Marketing

Please acknowledge receipt of this information by signing below and returning this letter to Show Management by June 25, 2022. Email to exposervices@txrestaurant.org

Exhibitors who do not sign this form will not be allowed to serve alcohol in their booth.

Company: _____

Booth #: _____

Alcohol Move In Date: _____ Alcohol Move Out Date: _____

Print Name

Signature

Date



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ATTENDEE LIST ORDER FORM

2022 PRE-SHOW LIST (Available June 13, 2022 – No updates after this date)

Total Pre-Show List \$400 _____
Restaurant/Foodservice \$250 _____

2022 POST-SHOW (Available August, 2022)

Total Post-Show List \$500 _____
Restaurant/Foodservice \$300 _____

All lists come in Excel format and will be emailed to the address you submit below. If a file is too large to send via email, it will be mailed to you on a CD. Each record contains: Attendee Name, Company, Address, Type of Business, Position, Buying Influence, and whether or not they Serve Alcohol.

Subtotal \$ _____

Sales Tax \$ _____
(8.25% Texas-based exhibitors only)

GRAND TOTAL: \$ _____

Company Name: _____ Contact Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

Email: _____

*PCI Compliance mandates that this form must be mailed or faxed—**Do not email!**

Check # _____ American Express _____ MasterCard/Visa _____ Discover _____

Card Number: _____

Exp. Date: _____ CSC#: _____ Total Amount: _____

Cardholders Name: _____

Billing Address: _____

City: _____ State: _____ ZIP: _____

Signature: _____

Mail completed form with payment information to: Texas Restaurant Show, P.O. Box 1429, Austin, TX 78767-1429 For more information, contact the Texas Restaurant Show Department at 800.395.2872 or email: exposervices@txrestaurant.org



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EXHIBITOR BADGE REGISTRATION

Registering your booth staff instructions were included in the booth confirmation email sent to your exhibitor contact on file with Texas Restaurant Show. Each company receives 5 complimentary exhibitor badges per 10' x 10' (100 sq. ft.) of booth space. Additional badges are \$25 per person. If you do not register your entire booth allotment at once, you may register your remaining staff through the exhibitor portal. **Online Exhibitor Badge Pre-Registration closes Wednesday, July 6, 2022.**

If you have not ordered your badges by this date, you must do so onsite during move-in days. For accuracy and efficiency, please follow these key points when completing your badge order:

- One badge per person; badges must be worn at all times.
- Badges are only for employees scheduled to work your booth or deliver supplies at Texas Restaurant Show.
- Badge holders and lanyards will be available onsite at Exhibitor Registration.
- Brokers should communicate with the companies they are representing to determine who is responsible for badges – duplicate badges will not be allowed.

ONSITE REGISTRATION

Onsite Exhibitor Registration will be available in the Main Lobby outside Exhibit Hall 3 of the Henry B. Gonzalez Convention Center.

Friday, July 08, 2022	8:00 a.m. – 5:00 p.m., through
Monday, July 11, 2022	8:00 a.m. – 4:00 p.m.

REPLACEMENT BADGE CHARGE: \$60 PER BADGE

If you have already received your badge and do not have it with you onsite, you will be charged for a replacement badge. If you lose your badge during Texas Restaurant Show, you will also be charged for a replacement badge. This policy will be strictly enforced.



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2022 SHOW POLICIES

1. **No one under the age of 16 will be admitted into the Texas Restaurant Show during show hours** (including infants and toddlers). This rule is strictly enforced and applies to both attendees and exhibitors.
 2. Rolling carts, wheeled bags and luggage carts will not be allowed in the exhibit hall during show hours.
 3. Anyone who is observed to be soliciting business in the aisles or other public places in the convention center will be asked to leave.
 4. Texas Restaurant Show is a trade event and is NOT open to the public. You must be directly involved in the foodservice industry to attend. A business card demonstrating your affiliation with the industry or your company's tax ID number is required to register onsite.
 5. By attending Texas Restaurant Show you consent to the use of your image and/or name by the Texas Restaurant Association on marketing materials and any registered publishing, broadcast and cable media without charge or obligation.
- FAILURE TO COMPLY WITH SHOW POLICIES WILL RESULT IN EXPULSION FROM THE SHOW AND FORFEITURE OF BADGE AND MONIES PAID.***



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HOUSING

OFFICIAL HOUSING INFORMATION

Show Management has negotiated discounted rates, available exclusively to Texas Restaurant Show attendees and exhibitors, at official show hotels. Hotel reservations must be made through the Texas Restaurant Show Housing Bureau to receive these special rates.

Book your hotel reservations online at <https://www.tramarketplace.com/travel> for the Omni Dallas Hotel. You will use this website to book, modify or cancel your hotel reservations at any time and receive updated information about the event.

Why Book a Texas Restaurant Show Hotel?

- Special negotiated rates at our official hotel
- Access to sponsored activities, customers, colleagues and contacts
- Hotels are close to the Kay Bailey Hutchison Convention Center

How to Reserve Your Room

To make a new reservation or modify or cancel an existing reservation visit the Texas Restaurant Show Housing Bureau online at <https://www.tramarketplace.com/travel>. For questions contact us at registration@txrestaurant.org or 800.395.2872.

Room Assignments and Confirmations

Hotels assign specific room types upon check-in, based on availability. You will receive a confirmation upon booking and a final notice with the hotel's confirmation number a week prior to Texas Restaurant Show.

Cancellations / No Shows

Hotel cancellation policy varies by hotel and will be clearly listed in your hotel confirmation. Failure to cancel your reservation by the listed cancellation deadline will result in a penalty equal to one night's room and tax or the loss of your deposit. No-shows will be charged one room night with tax.

Deposits

A deposit of one night's room plus tax will be charged at the time of reservation. The major credit card used to book your room will guarantee your room. Credit cards will be charged by the hotel.



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OMNI HOTELS & RESORTS dallas



Omni Dallas Hotel

555 S. Lamar
Dallas, TX 78205

Distance from Convention Center: 0.3 miles, 6 min walk

Rates: 2 Queens/1 King from \$209.00 per night

Reservation Cut-off Date: June 14, 2022

Reservation Method: <https://www.tramarketplace.com/travel>



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Digital PROGRAM & DIRECTORY LISTING

The 2022 Texas Restaurant Show Digital Program & Directory provides attendees with an alphabetical listing of exhibitors, including booth location and exhibitors by product category.

This directory is the “Yellow Pages” for attendees who are shopping for the latest products and services year round. It is the main reference for follow-up after the show.

Each exhibitor listing is included FREE along with 10 FREE category listings per 10x10 booth.

You don't want to be left out – complete your Program & Directory listing today!

DEADLINE: JUNE 3, 2022

NOTE: Only the exhibitor contact (individual who signed the booth contract) can update your company's exhibitor information.



DIRECTIONS FOR COMPLETING YOUR LISTING:

1. Go to [Exhibitor Login](#)
2. Your Booth Confirmation email has provided you with a Password to Login with.
3. Click "Exhibitor Service Center" then "Edit Booth Info" to edit your company booth description.
4. Select the box labeled "Edit Booth Info"
5. Verify your company information. Please remember, information in the "Directory Contact" and "Directory and Listing Info" will be available to attendees online and through the official mobile app.
6. Click the Save button at the bottom of the page to complete your listing.

For more information, contact the Texas Restaurant Show Department at 800.395.2872 or email exposervices@txrestaurant.org.



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SHOW TIPS

TEXAS RESTAURANT SHOW PROGRAM & DIRECTORY

Reach attendees year-round! Your company name and contact information will be listed for FREE in alphabetical order in the official Program & Directory. In addition, you can list up to 10 product categories per 10x10 booth.

FREE EXHIBITOR CUSTOMER REGISTRATION

Please visit the exhibitor portal to request a customized flyer with a unique registration code to share with your customers. All guest pass codes must be requested July 1, 2022. Through the exhibitor portal or send an email to exposervices@txrestaurant.org

This guest pass will NOT be accepted at onsite attendee registration. It is valid for attendee pre-registration ONLY. Onsite customers will be charged \$5 per person. Guest Pass codes are not valid for Non-Exhibiting Distributor registrations.

USE THE TEXAS RESTAURANT SHOW LOGO

For those exhibitors who want to use the show logo on their promotional materials or email signature, please visit the Exhibitor Service Manual on our website at <https://www.tramarketplace.com/exhibit/marketing-opportunities> where you can download the logo for FREE.

WEBSITE LINK

We will list your company name and contact information on the 2022 Texas Restaurant Show's website under Exhibitor Listing as well as provide a link to your website. This will drive more traffic to your websites as well as your booth.

ATTENDEE LIST FOLLOW-UP

One of the keys to a successful show is getting new customers. Follow-up after the show is critical if you plan on retaining new business. Plan your post-event sales agenda ahead of time! Exhibitors can purchase attendee mailing lists by completing the Attendee List Order Form or rent lead retrieval units by ordering online at <http://www.american-tradeshow.com/>. Make sure you take advantage of the discount deadline date to save time and money!

SHOW SPECIALS

Show Specials are a fantastic way to drive attendees to your booth. A Show Special must include a unique promotion, discount, give-away or offer exclusive to attendees. Simply add your show special to your portal and we will promote it on the Texas Restaurant Show website and in the Program and Directory for FREE!



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INCREASE BOOTH TRAFFIC
and create a buzz with a pre-show invitations

KEEP THE SHOW GOING
with post-show attendee communication

MAXIMIZE YOUR REACH
by selecting attendees who fit your ideal customer file

Show Specials are a great way to drive attendees to your booth. The specifics of what you offer are up to you. The more value your Show Special has, the more buyers you will have visiting your booth. Once you submit your Show Special, we will promote it on the Texas Restaurant Show website as well as in the official Marketplace Program and Directory. This program is intended to bring value to you, the exhibitor, and to the attendee. Exhibitors who provide a Show Special will also receive a Pre-Marketplace Attendee List.

Directions for completing your Show Special:

1. Go to [Exhibitor Login](#)
2. Your Booth Confirmation email has provided you with a Password to Login with.
3. Click "Exhibitor Service Center" then "Edit Booth Info" to edit your company booth description.
4. Select the box labeled "Show Special"
5. Add your Title and Description of Show Special
 - o 3 show specials can be added

OTHER IDEAS FOR PROMOTION

Redeemable gift cards at your booth
Press Releases
Distribute company newsletter
Show biz or sports personality in booth
Phone call blitz prior to show inviting key customers



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Issues Common To All Booths

DEMONSTRATIONS

The part of the exhibit program involving the interaction of exhibit personnel and their audience through corporate presentations, product demonstrations or sampling.

Demonstration area must be organized within the exhibitor's space so as not to interfere with any traffic aisle and sampling or demonstration tables must be placed a minimum of two feet (2') from the aisle line. Spectators or samplers should not interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits.

The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or for sampling and interfere with the flow of traffic, it is an infringement on the rights of other exhibitors. Aisles must not be obstructed at any time. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

OUTSIDE CONTRACTORS

Exhibitors are allowed to designate outside contractors to erect and dismantle their booths. However, exhibitors are required to notify Show Management by completing the EAC Authorization Form in the "General Information" section of this manual. The contractor is also required to show proof of liability coverage before setup. If Show Management does not receive proof of insurance, the contractors' employees will not be allowed to work in the exhibit hall.

VARIANCES

Any exceptions or alterations to the restrictions and boundaries described herein must meet with the approval of Show Management and must be obtained prior to the booth set up. If Show Management determines that your exhibit obstructs or interferes in any way with other exhibits in the area, you will be asked to conform to the rules during the TRA Marketplace. If you are unable to comply with the rules, you may be instructed to dismantle your booth or the part of the booth that does not conform. Show Management will not give refunds to any exhibitors asked to dismantle their booths.

SOUND/MUSIC

Exhibitors may use sound equipment in their booths as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned



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to direct sound into the booth, rather than into the aisle. Sound and noise should not exceed 80 decibels when measured from the aisle immediately in front of a booth. Show Management reserves the right to discontinue an exhibitor's sound equipment use.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Refer to OSHA at www.osha.gov for more information.

AMERICANS WITH DISABILITIES ACT (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, 800.514.0301, and from the ADA Web site at www.usdoj.gov/crt/ada/adahom1.htm.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the Show Management. Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility. Grease disposal bins are available in the specified wash areas in the exhibit hall.



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Booth & Display Guidelines

LINEAR & CORNER BOOTH

LINEAR BOOTH

Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft wide and 10ft deep, i.e. 10ft by 10ft. The maximum back wall height limitation is 8ft.

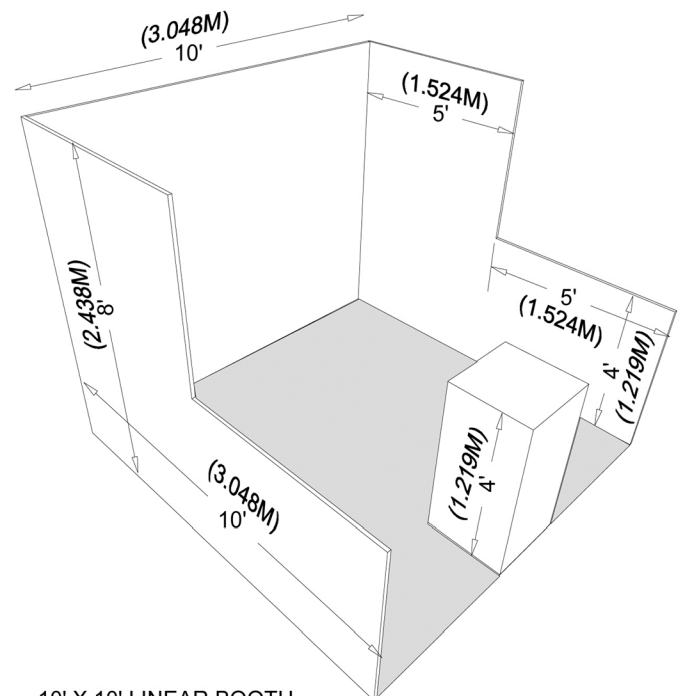
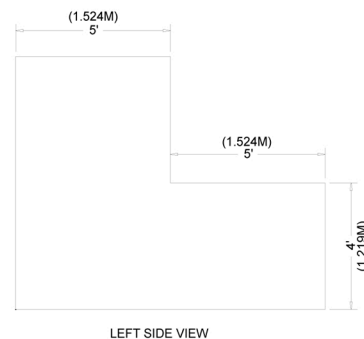
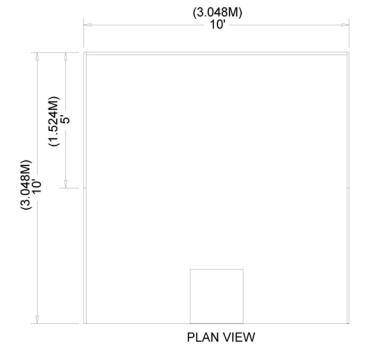
Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft, 10ft by 30ft, 10ft by 40ft, etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of 8ft is allowed only in the rear half of the booth space, with a 4ft height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft height limitation is applied only to that portion of exhibit space which is within 10ft of an adjoining booth.

CORNER BOOTH

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.





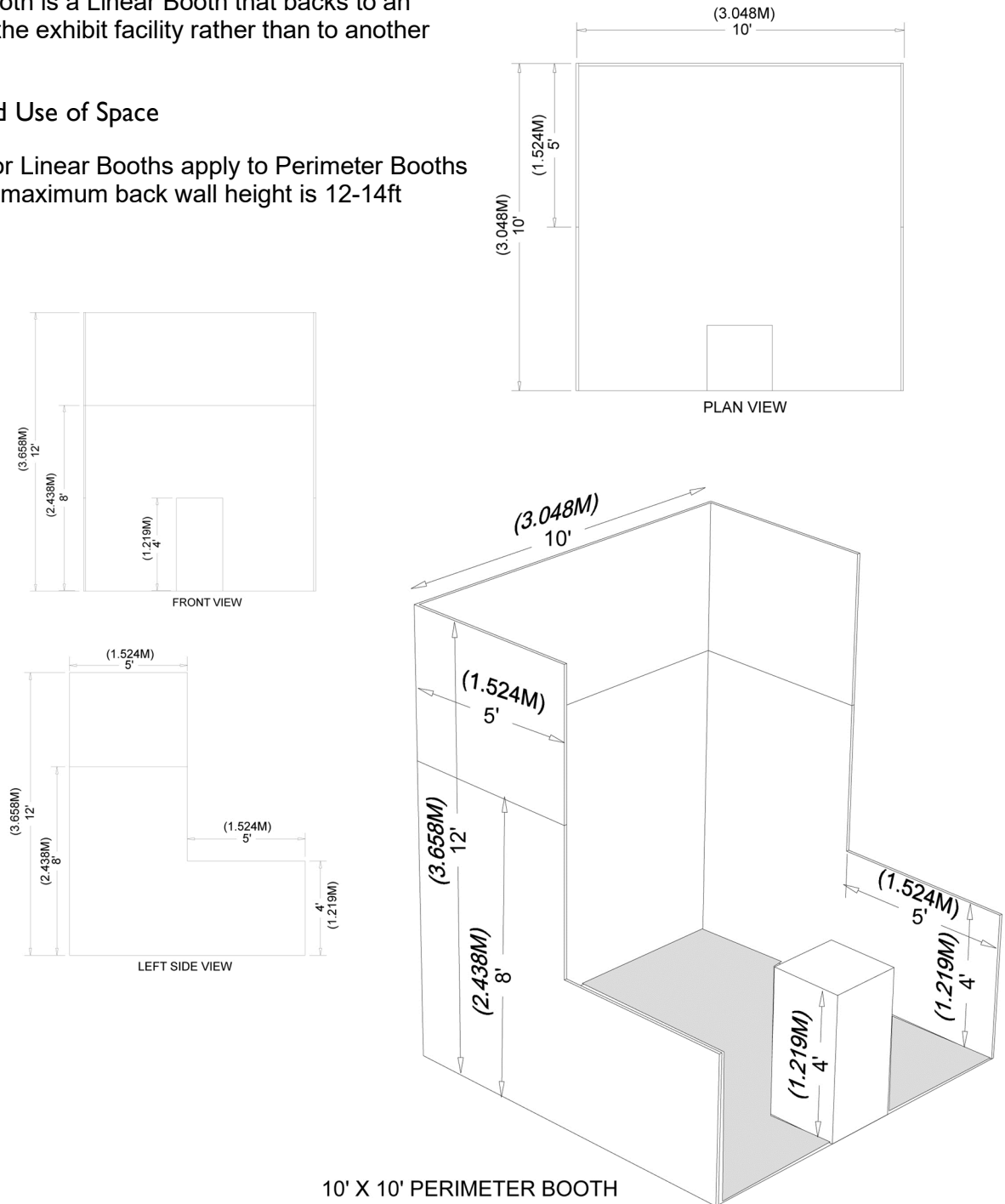
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PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12-14ft





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ISLAND BOOTH

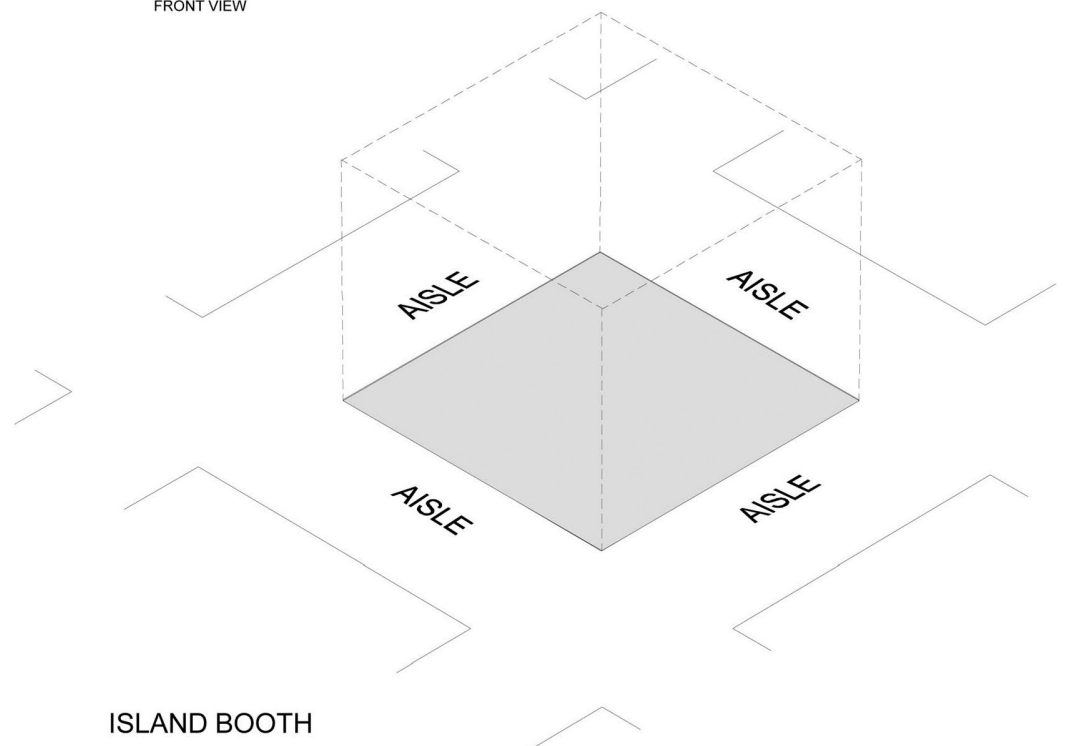
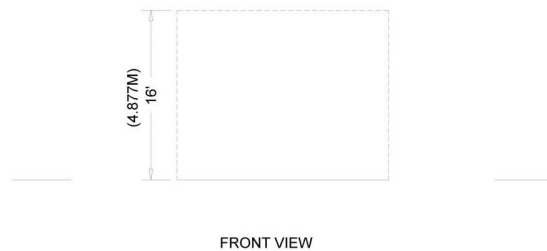
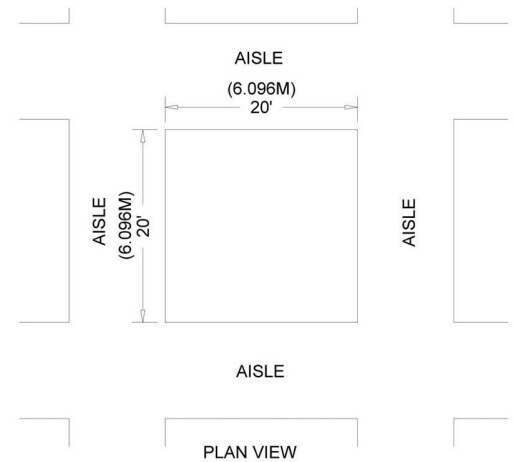
An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions

An island booth is typically 20ft x 20ft or larger, although it may be configured differently.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is 20ft including signage.



ISLAND BOOTH



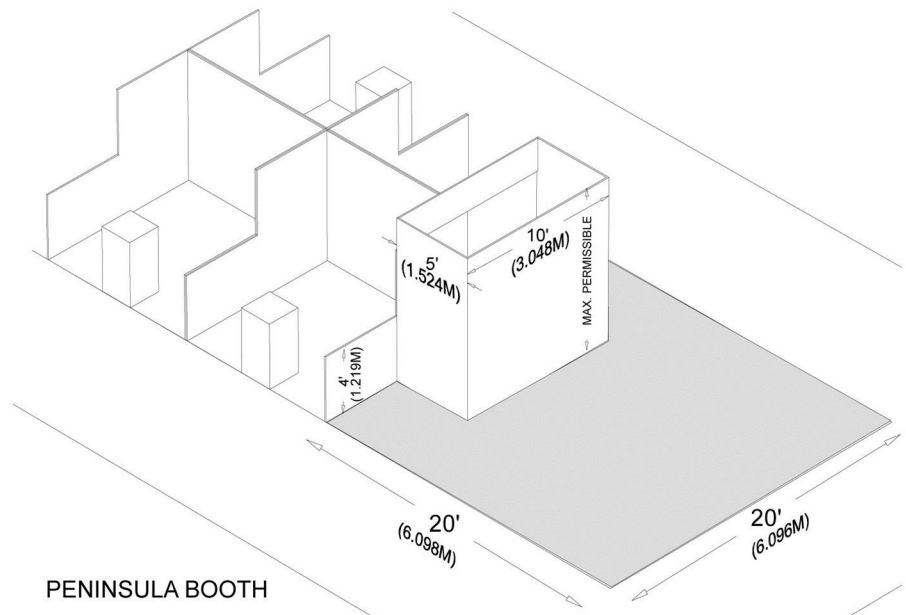
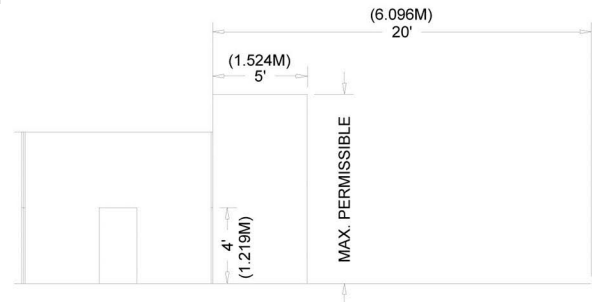
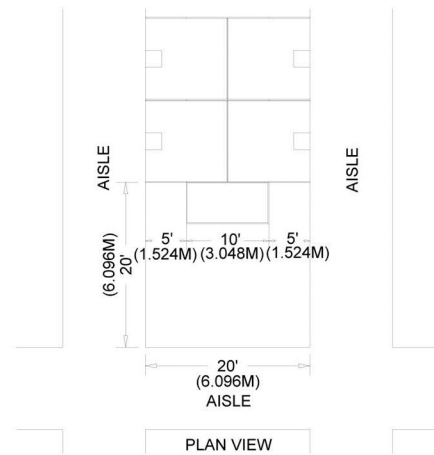
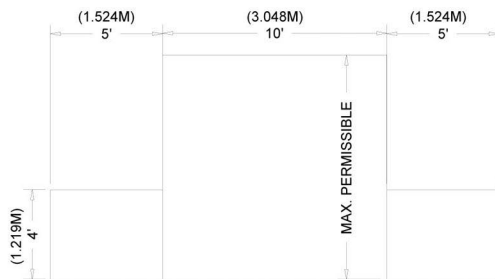
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PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a "Split Island Booth."

Dimensions

A Peninsula Booth is usually 20ft by 20ft or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft high within 5ft of each aisle, permitting adequate line of sight for the adjoining Linear Booths. The maximum height range allowance is 20ft, including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') from adjacent booths.



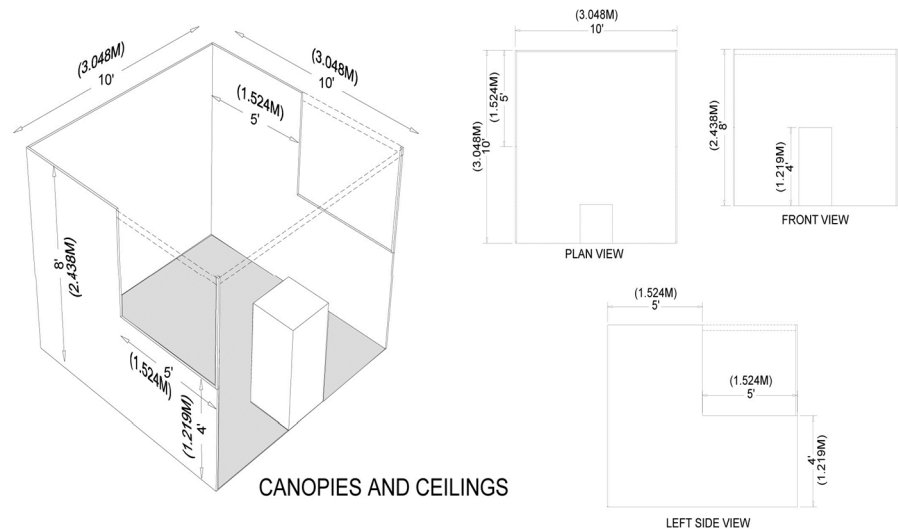


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CANOPIES AND CEILINGS

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements.

The bottom of the canopy should not be lower than 7ft from the floor within 5ft of any aisle. Canopy supports should be no wider than three inches 3in. This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Check with Show Management prior to determining specific exhibition rules.



HANGING SIGNS & GRAPHICS

Most exhibition rules allow for hanging signs and graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 20ft from the top of the sign. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use of space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft from adjacent booths and be directly over contracted space only. Approval for the use of Hanging Signs and Graphics, at any height, should be received from Show Management at least 60 days prior to installation. Variances may be issued at the Show Management's discretion. Drawings should be available for inspection.

All decorations, signs, banners, may not be taped, nailed, or otherwise attached to any ceiling, window, painted surface, or wall of the facility. Both the Show Manager and the Convention Services Manager must approve the location and method of installation of any special decorations or signs.



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TOWERS

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Towers in excess of 8ft should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.

MULTI-STORY EXHIBIT

A Multi-Story Exhibit is a booth where the display fixture includes two or more levels. Multi-Level Exhibit drawings must be submitted for plan review by the Fire Marshal and must meet the following requirements:

1. Meet or exceed the requirements of NFPA 101 Life Safety Code 2000 ed.
2. Drawings must bear a current registered design professional's stamp (Architect, Structural Engineer, Fire Protection Engineer, etc.). Expired licenses are unacceptable. The professional stamp shall include the state of certification, name of the design professional; his/her license number, signature, registered Engineering firm name and firm number.
3. Measurements must be in inches/feet (not metric).
4. Multi-deck structures exceeding 300 sq. ft of net floor area must have two (2) remote exit stairs; occupant load factor is 15 net sq. ft per person per table 7.3.1.2 of NFPA 101 Life Safety Code, 2000 edition.
5. Stairway widths shall be:
 - a. A minimum of 36 inches where the occupant load of the upper level is less than 50.
 - b. A minimum of 44 inches where the occupant load of the upper level is 50 or more.
 - c. Occupant loads shall be stated on the plan.
6. Handrails shall not be less than 34 inches and not more than 38 inches above the surface of the tread.
7. Handrails are required on both sides. A sign must be placed at the bottom of the stairs stating "Please Use Caution and Hold the Handrail".
8. Spiral stairways shall be permitted in accordance with section 7.2.2.2.3.3 of NFPA 101, 2000 ed., such that:
 - a. Occupant load does not serve more than 3.



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- b. Clear width of stairs is not less than 26 inches.
 - c. Handrails shall be provided on both sides.
- 9. Guards shall:
 - a. Not be less than 42 inches high.
 - b. Open guards shall have intermediate rails or an ornamental pattern to prevent a 4 inch diameter sphere to pass through any opening up to a height of 34 inches.
- 10. Battery-operated smoke detectors shall be installed on a smooth surface under the first level ceiling and spaced no more than 30 feet apart if applicable and installed on the upper floor level with a covered ceiling.
- 11. Hard covered ceilings shall have a smoke detector installed and if fabric/textile is used to cover the upper deck area, it must be flame resistant. Certificate must be submitted with plan.
- 12. One portable fire extinguisher, minimum 2A:10BC with current inspection tag by a licensed company shall be provided at each level of the exhibit.
- 13. Any stationary units (container or other units) using the upper areas as a deck must submit plans.



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Fire, Health, & Food Regulations

FIRE REGULATIONS & SAFETY

All exhibitors must comply with the requirements of the City of Dallas Fire Department. Please read these regulations carefully. The fire department is very effective in the enforcement of regulations, and exhibitors should be prepared to demonstrate proof of compliance. **Fire Prevention Permits are required** for vehicles on display, tents, multilevel booths; for more information, please contact Show Management or the GRB Convention Services Department at 713-853-8000.

By order of the City of Dallas Fire Department:

Open Flames, Compressed Gases, Explosives and Lasers:

The following items may not be used without prior approval of the Fire Marshal.

- Use, display or storage of LPG (Propane or Butane)
- Flammable Liquids or Gas
- Barbeque Grills
- Straw, sawdust, or wood shavings
- Welding or cutting equipment for demonstration purposes
- Gas fired appliances for demonstrations or cooking purposes
- Salamander stoves for demonstrations or cooking purposes
- Lit candles and lanterns for demonstration purposes
- No Class B or C Fireworks of any type are allowed without a permit issued by the Fire Marshal's office
- Helium filled balloons are not allowed in the Convention Facilities as per regulations of the facility.
- Hazers/Fog Machines

The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

Cooking and Cooking Appliances:

- Cooking is permitted on a limited basis. Small electric cook-tops, ovens and skillets will be allowed for warming. When deep fat fryers are permitted, a Class K fire extinguisher shall be provided.
- Cooking appliances must be placed on non-combustible surface materials and may not be located within two feet of any combustible materials.
- All cooking using grease or cooking oils may require splatter shields or lids to protect other employees or the public attending the function from being burned.



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Fire Extinguishers:

- All cooking will require at least one listed 2-A, 10-B:C portable fire extinguisher with current inspection date tag.
- All cooking booths where deep fry cooking is performed using vegetable or animal oils or fats, at least one listed Type 'K' fire extinguisher with current inspection date tag, will be required.
- All cooking booths exceeding 20 feet in any dimension will require a minimum of two 2-A, 10-B: C fire extinguishers with current date tags attached, mounted in a location that is fully visible and readily accessible. (Type 'K' fire extinguishers are for use only for cooking grease or oil fires (class "B" fires) and are not to be used, or substituted for the required 2A, 10B:C fire extinguishers, for use on other classes of fires.)
- All booths must have an unobstructed path of egress to the exit.
- All booths and table coverings and other combustible materials composed of cloth, paper, and similar materials must be flame retardant treated.
- Any material added to a booth structure must be flame retardant. This shall include signage and awnings over cooking areas or attached to the booth in any manner.
- All booths using portable cooking equipment shall provide protective barriers to prevent public access or exposure to these areas. A minimum of 3 feet of clearance distance is required at all times.
- Highly combustible materials such as bales of hay or similar materials are prohibited. Trash, rubbish and debris shall not be allowed to accumulate in booth areas.

All food, alcohol, non-alcoholic beverages, and concessions are operated and controlled exclusively by the Kay Bailey Hutchison Convention Center. Exhibitors must contact Centerplate for all sampling and catering requests.

HEALTH REGULATIONS

To ensure exhibitor and attendee safety, the Dallas Health Department prohibits the washing of dishes, glasses or utensils in the restroom or disposing of garbage and refuse by the use of public toilets. Wash areas will be provided on the Show floor as well as disposal units for grease. All exhibitors must comply with the requirements of the City of Dallas Health Department.

Exhibitors who will be serving food within their booth space at the Texas Restaurant Show on July 10-11, 2022, at the Kay Bailey Hutchison Convention Center in Dallas, Texas, are **REQUIRED** to apply for a Temporary Food Establishment Permit. **Hand sanitizer, a mask and gloves are required by Show Management.**



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The following pages from the City of Dallas Health and Human Services Department are intended to be a guideline, NOT requirements, for exhibitors to use for safety purposes.

FOOD REGULATIONS

Exhibitors offering a sample of their food ("bite size"; 2 oz or less) or non-alcoholic beverage (3 oz. or less) product must comply with all local, state and national regulations of transport, storage, preparation and distribution of the product to include refrigeration of any perishable products.



Department of Code Compliances Services
Consumer Health Division
7901 Goforth Road
Dallas, Texas 75238

GENERAL GUIDELINES FOR TEMPORARY FOOD ESTABLISHMENTS

Food means any raw, cooked, or processed edible substance; ice; beverages; or any ingredient; used or sold or intended for sale in whole or in part for human consumption, except tobacco or a drug as defined by the Texas Food, Drug and Cosmetic Act.

Temporary Food Service Establishment means a food products establishment that operates at a fixed location for a limited period of time in conjunction with a single event or celebration; or a concessionaire operating under a seasonal contract with either the Park and Recreation Department, Neighborhood Farmer's Market, or the Dallas Farmer's Market.

REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS

I. Permitting

- A. An interview is needed to obtain a Temporary Event Food Service Permit. You will need to know all menu items, equipment to be used, dates, hours of food service operation and addresses of events. The interview and application will cover food source, preparation, handling, transportation and temperature requirements. Additionally, booth structure, hand wash station, hand washing, bare hand control of ready-to-eat foods, sanitation, warewashing and waste water disposal will be discussed. **You must demonstrate adequate knowledge of food handling and sanitation practices in order for a permit to be issued.**
- B. The Temporary Event Food Service Permit will not be issued if a menu has not been determined, food sources are unapproved, the fee is not paid, or demonstration of knowledge is inadequate. You may reapply when conditions have been met. A temporary food service establishment must comply with the requirements of the current City of Dallas Health Regulations for Temporary Food Service Establishments, except as otherwise provided in this regulation. The Department may impose additional requirements if needed to protect against health hazards.
- C. Applications for, and issuance of Temporary Food Service Establishment Permits may be obtained at the above address. Permits are issued Monday through Friday between 8:00a.m. and 4:30p.m.
- D. Applications must be received in this office at least five (5) working days prior to the event. All three (3) pages of the application must be submitted for approval.

Home Preparation or Storage of Food is <u>Not Allowed</u>
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- E. A non-refundable fee must be paid when the application is submitted. Vendors that will offer only prepackaged foods from the manufacturer that are non-time and temperature controlled and with minimum handling and preparation may request a limited service food permit. Limited service food permits require a nonrefundable permit fee for each facility from which the establishment is operated.
- F. **All vendors** will need to submit a copy of their current local health permit and a copy of the last health inspection report conducted by the regulating authority. Vendors that do not have their own licensed kitchen will need to provide a permission letter from the owner of the kitchen where the food items will be prepared or stored.
- G. **Food Manufactures** must submit a copy of the state manufacturer's license along with the application.
- H. Vendors must provide a copy of the invitation or letter from the event organizer granting permission to take part in the event.
- I. Caterers located outside of the City of Dallas, which provide food to public or private events must register with this department as an "Out-of-Town Caterer". All caterers must be approved by the City of Dallas and permitted by the appropriate regulatory authority.
- J. Cottage Food Vendors must comply with current State and Local regulations.

II. Food

- A. Only foods which are pre-approved and require minimal handling will be considered. *No slicing, dicing or cutting of food products onsite (cooked hamburgers and fajitas may be sliced on the cooking surface). Temperature Controlled for Safety (TCS) food items will be limited to six items. TCS foods include: meats, eggs, dairy products, rice, beans, potatoes, etc.
- B. Seafood and poultry are only allowed under **two** conditions:
 1. Raw product must be pre-cut, breaded and frozen, and go from the freezer to the deep fryer or
 2. Product must be pre-cooked.
- C. The only TCS food items allowed to be cooked on-site from a raw state are those which are fast cooking, such as:
 1. Pre-formed hamburger patties
 2. Beef fajitas
 3. Sausages, hotdogs, etc.
- D. All other TCS items must be prepared and cooked at a permitted food facility that is inspected regularly. All cooked food products must be properly transported to the temporary site while maintaining proper temperatures.

***EXCEPTIONS WILL BE REVIEWED BY MANAGEMENT ON A CASE BY CASE BASIS**

<p>Home Preparation or Storage of Food is <u>Not Allowed</u></p>

III. Structure

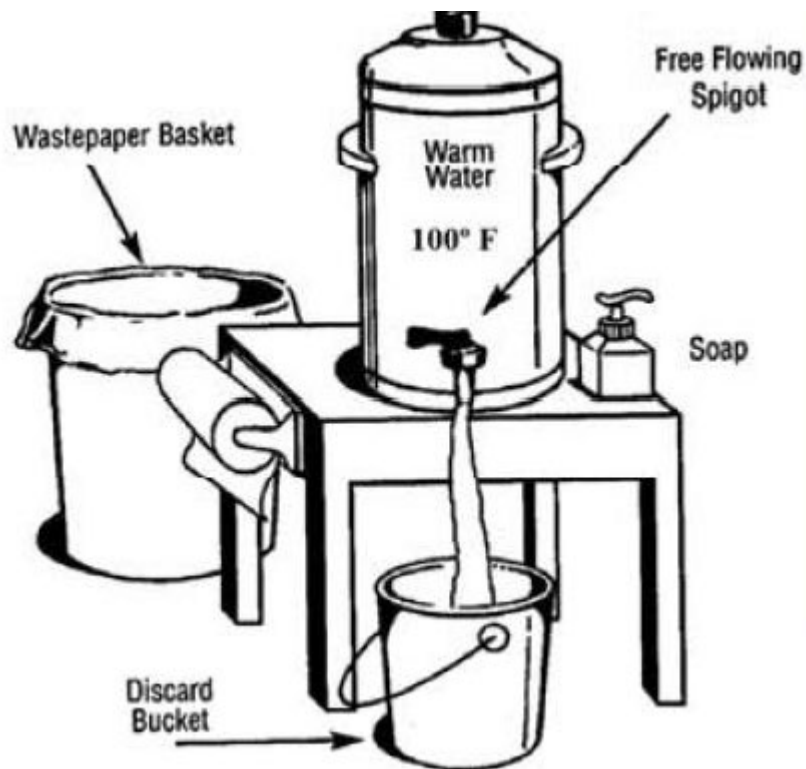
- A. All temporary food establishments are required to have approved flooring, which may include concrete, asphalt, or tight-fitting plywood.
- B. All stands must have a suitable overhead covering for food preparation, cooking, utensil washing and serving areas. Covering must meet Dallas Fire Code requirements. A table skirt or other form of protection is recommended to protect food, single service articles and utensils.
- C. All grills must have overhead covering while in use.
- D. Fire extinguishers must be present if using equipment with open flames. If propane will be used during the event a fire permit is required. Contact the Dallas Fire Department at 214-670-4319 regarding a fire permit. Propane tanks for grills or other pressurized tanks, such as those used for fountain soft drinks, must be secured so they cannot fall and damage valves.
- E. Booths must have barriers to protect food and prevent customers from entering into the booth.

IV. Sink Requirements

- A. Temporary food establishments that operate for **96 hours or less** and do not have conveniently available hot and cold running water and sanitary sewage facilities **MUST FURNISH THE FOLLOWING FACILITIES**, when food items are not pre-packaged.
- B. Hand washing facilities, which are conveniently located are required for all establishments which handle food. Must provide **FLOWING WATER** to be used for hand washing and a collection basin (bucket) for wastewater. Must set up hand wash facilities **BEFORE** setting up booth and preparing food. Coffee urns, drink coolers, or bottled water with a spigot are examples of what is required. At least a five (5) gallon potable water capacity should be available. Soap and paper towels must also be available.



Spigot



C. Utensil Washing and Sanitization

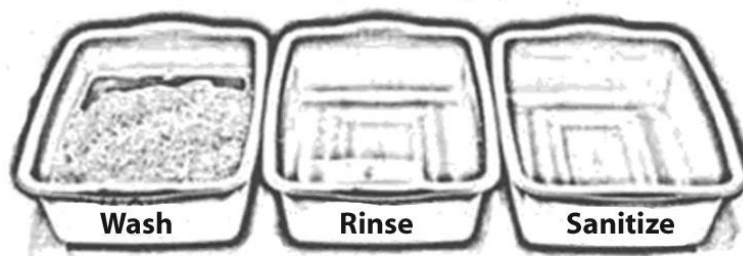
A container with soapy water solution is required for the washing of dirty utensils on site. This is for emergency use only.

A sanitizer solution container must be provided to sanitize clean utensils and equipment. The required residual of 50-100ppm chlorine may be obtained by placing one (1) tablespoon of regular household bleach in one (1) gallon of water for the sanitizer. Other approved sanitizers may be used. Test papers must be provided to ensure that proper sanitizer concentration is achieved. All utensils must be taken to a commissary location daily to be properly washed, rinsed and sanitized.

- D. All wastewater from sinks, steam tables, buckets, etc. must be disposed of into a sanitary sewer system or in a manner that is consistent with the Liquid Waste Disposal Code Requirements.
- E. All wiping cloths must be stored, between uses, in an approved sanitizer solution at the proper concentration. If chlorine is used as the sanitizer, a solution of one hundred (100) parts per million is required. Chemical test strips for the approved sanitizer being used must be maintained on site to ensure the proper concentration of the sanitizer.
- F. Those establishments which operate **more than 96 hours or 4 days or more** and serve food products other than pre-packaged items **MUST PROVIDE HOT AND COLD RUNNING WATER** sufficient for employee hand washing and for the cleaning and sanitizing of utensils and equipment.



Proper Set-Up



V. Food Protection and Handling

- A. All TCS foods requiring refrigeration must be stored at a temperature not to exceed 41°F or colder. TCS foods which are required to be held hot, must maintain a temperature of 135°F or hotter to prevent bacterial growth. Mechanical holding units are required in each booth to ensure that proper temperature is maintained. Canned heat (sterno) is **not** allowed for maintaining hot food temperatures outside. Ice chests are **not** allowed for maintaining cold food temperatures. A metal stem thermometer must be provided where necessary to check the internal temperatures of hot and cold foods. Thermometers must be accurate to + 2° F.



- B. **Open and unprotected displays of food are not allowed.** When using chafing dishes, only hinged-lid types will be allowed so that at least half of the food remains covered at all times.
- C. **READY-TO-EAT (RTE) FOOD CAN NOT BE TOUCHED WITH BARE HANDS.** A barrier must be provided between the bare hand and the ready-to-eat food. Examples of physical barriers include: gloves, deli tissues, tongs, ladles, spatulas, forks, etc.
- D. Food handlers must not have infected cuts, lesions, or open wounds. Food handlers with upper respiratory symptoms such as constant coughing or sneezing or food handlers with gastrointestinal symptoms such as cramps, vomiting and diarrhea must be restricted from handling food.
- E. All condiments, including onions, relish, sauces, peppers, catsup, mustard, etc., that is available for customer use must be in self-service packets or be dispensed from approved sanitary dispensers.
- F. All foods, food containers, utensils, napkins, straws and single service articles must be stored at least 6" off the floor and adequately protected from splash, dust, insects, weather or other contamination sources.
- G. When self-service ice dispensers are not provided, ice scoops are required. Ice used for human consumption must be stored separately from ice used to refrigerate drink bottles, cans or cartons. Ice storage units must be drained to a wastewater receptacle or a sanitary sewer system to prevent submergence of beverage containers into melted ice.
- H. Effective hair restraints, including hairnets and caps are required in food preparation and serving areas. Food, beverage and tobacco consumption is prohibited inside food booths. Gum chewing is also prohibited in food preparation and serving areas.

- I. Food handling personnel must wash their hands as frequently as necessary to keep them clean, even though disposable gloves may be used. Nails must be closely trimmed and maintained. **No sculptured nails or chipped nail polish is allowed.**
- J. Animals are prohibited from being within fifty (50) feet of a temporary food establishment or food service area.

Temporary event food service requires special consideration and planning of structures, transport, hygiene and food safety to safeguard public health. It is the intent of this guideline to assist food vendors to operate in compliance with regulations, provide food that is safe to consumers, and prevent the spread of foodborne illness. For more complete information, please refer to the current version of the Texas Food Establishment Rules as adopted by the City of Dallas or Dallas City Code Chapter 17.

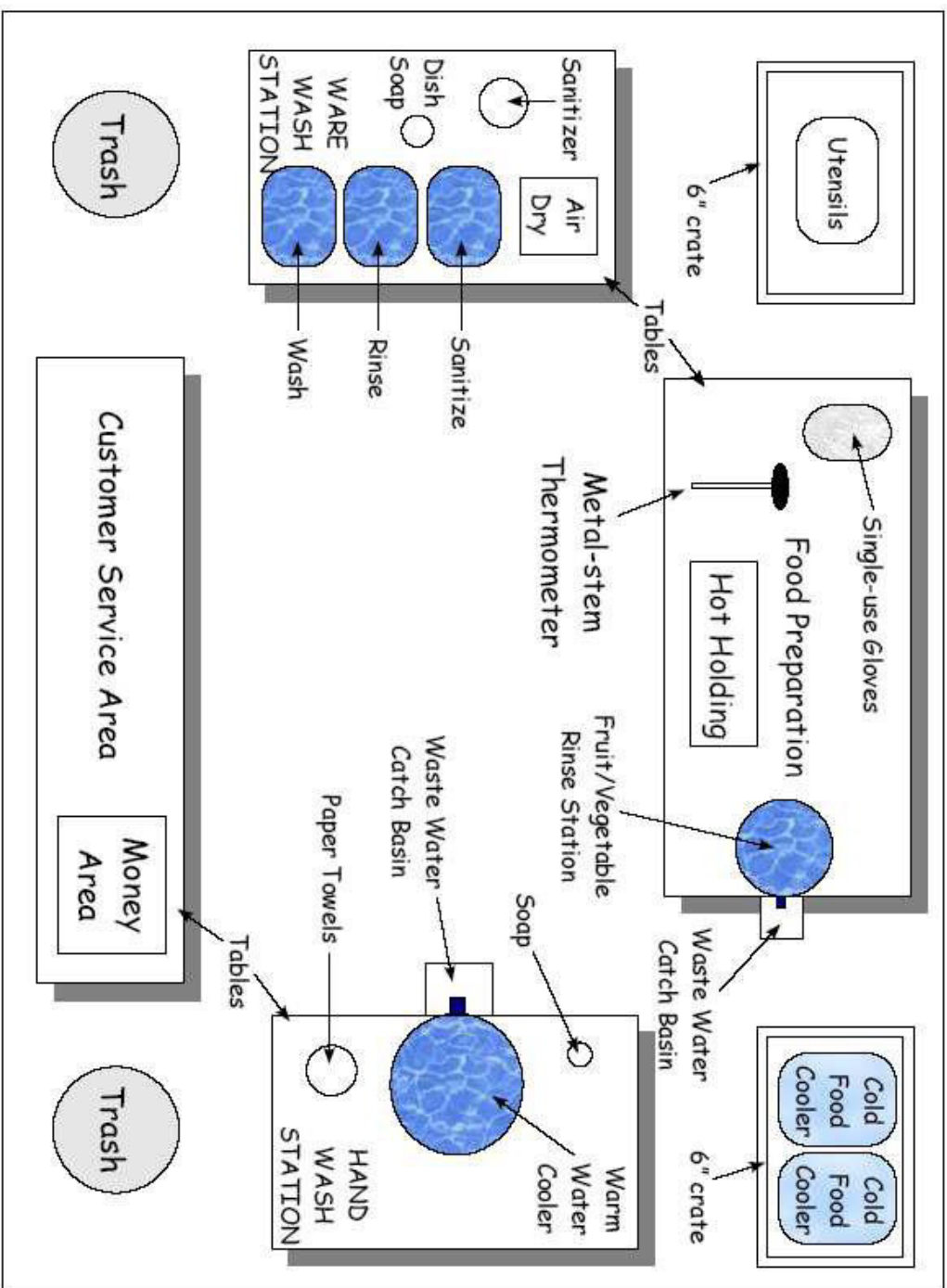
Temporary Food Establishment permits are issued “in person” or “by mail” (not by phone or electronically), so you will have the opportunity to discuss any questions. Before applying for a permit, please decide on the following:

- The complete menu including beverages.
- The booth structure (whether provided by the event sponsor or the vendor).
- The equipment that will be required, including a hand washing method.
- Methods to maintain hot and cold product temperatures.
- How all foods will be transported and stored.
- Where and how clean up of equipment will be done.
- Identification of the person who will be in charge of the booth.

Failure to comply with these regulations may result in the closure of the food establishment, revocation of the permit and/or municipal court citations. Food unfit for human consumption may be reconditioned, impounded, destroyed or denatured.

**For additional information or questions please contact the
Consumer Health Division at
7901 Goforth Road Dallas, Texas 75238
(214) 670-8083 FAX (214) 670-8330**

SAMPLE DRAWING/LAYOUT





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Frequently Asked Questions

GENERAL FAQ's

Am I required to have floor covering?

Yes, you are required to have floor covering for your entire booth space. Floor covering can be purchased through GES or you may bring your own. If an exhibitor lays his/her own carpet, the carpet tape must be easily removed. The exhibitor is responsible for removing all tape and residue.

How do I get my exhibitor badge?

Online Exhibitor Badge Registration is open on March 1st! Each exhibitor receives five (5) complimentary badges for each 10x10 booth purchased. Exhibitors with tables instead of booths are allocated 3 staff badges. Exhibitor badges will not be mailed. All Exhibitors must pick up their badges onsite at the Registration counter.

When do exhibitors have access to the exhibit floor?

Exhibitor Move-in:	Friday, July 08, 2022	8:00 a.m. – 5:00 p.m.
	Saturday, July 09, 2022	8:00 a.m. – 5:00 p.m.
Show Hours:	Sunday, July 10, 2022	9:30 a.m. – 5:00 p.m.
	Monday, July 11, 2022	9:30 a.m. – 4:00 p.m.
Exhibitor Move-out:	Monday, July 11, 2022	4:00 p.m. – 10:00 p.m.
	Tuesday, July 11, 2022	8:00 a.m. – 12:00 p.m.

What is an Official Service Provider?

An Official Service Provider is a contractor appointed by show management to perform services such as installation and dismantling of booths, material handling and shipping. GES is the Official Service Provider for the 2020 TRA Marketplace.

Who should I contact if I am having difficulties onsite?

If you need assistance onsite, please visit the Show Management office or Exhibitor Services.

How do I book a hotel room at the Texas Restaurant Showrate?

Hotel reservations must be made through the Texas Restaurant Show website to receive special conference rates. Book and modify your hotel reservations online at:
<https://www.tramarketplace.com/travel>.

What is Lead Retrieval?

Lead retrieval is the capturing of sales leads at a tradeshow for follow-up. Used as a marketing tool, lead retrieval adds value for exhibitors by increasing their return on investment and provides a system for attendees to track which exhibitors they visited. The recommended lead retrieval company is ATS. For more information, please click
<https://ordering.ges.com/042600611/LeadRetrieval>.



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MATERIAL HANDLING FAQ'S

What is Material Handling?

The unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier.

What can I carry into the exhibit hall myself?

Exhibitor personnel may hand carry their own materials and equipment as long as it does not require motorized or mechanical devices (i.e. dollies, fork-lifts, and pallet jacks)

Can I set up my booth by myself?

Exhibitors may perform all the work in their booths with **their own, full-time company personnel**. Please ensure that all full-time employees have valid company identification at show site. Any necessary labor must be obtained through GES. All employees are required to be at least 18 years of age to setup booth.

Where can I unload/reload my personal vehicle at the Kay Bailey Hutchison Convention Center

The Official Service Provider, GES, will direct your POV (Privately Owned Vehicle) to the appropriate dock area of the convention center to unload/reload during the published move-in/move-out hours. All move-in and move-out of exhibits must be done only through designated loading docks, freight doors, and freight elevators. The main lobbies, escalators and passenger elevators are not to be used for this purpose. Parking at the loading docks, the third level ramp, except for loading and unloading, is prohibited. Parking, loading and unloading on Avenida de las Americas in front of the building, is strictly prohibited.

What is a POV (Privately Owned Vehicle)?

A POV (Privately Owned Vehicle) is a vehicle that is owned by an employee of the exhibiting company, or the exhibiting company itself, designed to transport passengers, NOT cargo or freight.

The main notes about bringing your own items to your booth are:

- Items MUST be brought in a POV, no rental vehicles.
- Items must be able to be hand carried by one person.
- Only 2-wheel dollies are allowed. No 4-wheel dollies or flatbeds.
- Only 20 mins provided to unload.

Vehicle Display in Booth

In addition to Fire Prevention Permits, the Dallas Fire Code requires any vehicle displayed inside the facility have the battery cables disconnected. The gas tank must be taped shut or have a lockable gas cap and may contain no more than ¼ a tank of fuel before entering the GRB. All exhibit vehicle keys must be in the possession of the Show Manager in case of emergency.



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Service Providers

OFFICIAL SERVICE PROVIDER*

GES – Global Experience Specialist
7000 Lindell Road
Las Vegas, NV 89118
Phone: 800.475.2098
Fax: 866.329.1437
www.ges.com

AUDIO VISUAL

Freeman
Phone:
Fax:
Email:

BOOTH CLEANING*

GES – Global Experience Specialist
7000 Lindell Road
Las Vegas, NV 89118
Phone: 800.475.2098
Fax: 866.329.1437
www.ges.com

BOOTH FURNISHINGS*

GES – Global Experience Specialist
7000 Lindell Road
Las Vegas, NV 89118
Phone: 800.475.2098
Fax: 866.329.1437
www.ges.com

ICE

Centerplate Catering
650 S. Griffin St.
Dallas, TX, 75202
(214) 743-2521
<https://www.centerplate.com/>

ELECTRICAL*

Smart City
Phone: 888.446.6911
Fax: 702.943-6001
Email: csr@smartcity.com
<https://orders.smartcitynetworks.com>



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FREIGHT FOWARDER*

Rogers Worldwide USA
Tel: 1-702-272-1596
Fax: 1-702-648-6968
import@rerogers.com
www.rerogers.com

INTERNET/TELEPHONE*

Smart City
Phone: 888.446.6911
Fax: 702.943-6001
Email: csr@smartcity.com
<https://orders.smartcitynetworks.com>

LABOR*

GES – Global Experience Specialist
7000 Lindell Road
Las Vegas, NV 89118
Phone: 800.475.2098
Fax: 866.329.1437
www.ges.com

LEAD RETRIEVAL

American Tradeshow Services
217 General Patton Avenue
Mandeville, LA 70471
Phone: 985.809.0600
Fax: 985.809.0700
Email: orders@american-tradeshow.com
<http://www.american-tradeshow.com/>

MATERIAL HANDLING*

GES – Global Experience Specialist
7000 Lindell Road
Las Vegas, NV 89118
Phone: 800.475.2098
Fax: 866.329.1437
www.ges.com

PLANTS / FLORAL

Convention Foliage Unlimited
3027 Sable Crossing
Dallas, TX 78232
Phone: 210.637.7229
Fax: 210.637.7243
www.conventionfoliage.com



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PLUMBING*

GES – Global Experience Specialist
7000 Lindell Road
Las Vegas, NV 89118
Phone: 800.475.2098
Fax: 866.329.1437
www.ges.com

REFRIGERATED EQUIPMENT

Lowe Refrigeration
7405 Graham Rd. Ste B
Fairburn, GA 30213
Phone: 770.461.9001
Fax: 770.461.8020
Email: info@loweusa.com
<http://www.loweusa.com>

RIGGING*

GES – Global Experience Specialist
7000 Lindell Road
Las Vegas, NV 89118
Phone: 800.475.2098
Fax: 866.329.1437
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* Denotes exclusive contractor. Exhibitor-appointed contractor are **NOT** permitted for these services.



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Services & Utilities

UTILITIES

Exhibitors are responsible for ordering and paying for all services required.

Please note: Natural gas utilities are available at most booths. The fire marshal also allows electric and butane fuel cooking devices. Please contact your Account Executive regarding the location of your booth and access to gas service.

Electrical and water service is available in all booth locations. Order forms and information regarding all utilities are located in this section of the manual.

FROZEN & REFRIGERATED STORAGE

A limited number of freezer and refrigerated trailers will be located in the Kay Bailey Hutchison Convention Center dock area near the back freight entrances. This service is offered to exhibitors on a first-come, first-serve basis.

Exhibitors wishing to utilize this service need to fill out the GES Cold Storage Form to secure space. Space will be assigned in the order forms are received. Neither Show Management nor the TRA security service shall be held responsible for lost merchandise.

DISHWASHING STATIONS

Dishwashing stations will be located in designated areas of the exhibit hall. There will be an adequate number of containers located in the wash-up areas to dispose of garbage, grease and oil. The health department prohibits the washing of dishes, glasses or utensils in the restroom or disposing of garbage and refuse by the use of public toilets.



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SHIPPING

SHIPPING INFORMATION

There are two basic methods of shipping your display materials and equipment for the 2022 Texas Restaurant Show

Method 1: Shipping to the GES Warehouse

By selecting this method of shipping, you can ship your materials to the freight company's warehouse to arrive between Monday, June 6, 2022 and Tuesday, July 5, 2022. Materials are accepted at the warehouse Monday through Friday between the hours of 8:00 am – 4:30 pm.

Please Note: Shipments arriving before Monday, June 6, 2022 will incur a storage fee, and shipments arriving after Tuesday, July 5, 2022 will incur a Late to Warehouse Fee. *** The GES Advance Warehouse will be CLOSED July 4th, 2022 in observance of Independence Day.

To qualify for this type of shipping, the materials must be crated, boxed or on skids (and cannot require cold/frozen storage.) This service includes the acceptance and storage at the warehouse, delivery to exhibit site, unloading freight and delivering to your booth, picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

The big advantages of the method are that the shipping time does not have to be exact since you have an extended window and you have more flexibility on the carrier used

Method 2: Shipping Direct to the Convention Center

To use this method, your shipment must arrive during exhibitor move-in hours (Friday, July 8, 2022 and Saturday, July 9, 2022 from 8:00 am to 5:00 pm) There are no personnel at the Kay Bailey Hutchison Convention Center available to accept shipments prior to the official move-in days. Exhibitors who have targeted move-in days should schedule shipments to arrive early the day of their move-in.

Please Note: Shipments not arriving on the above designated time frame, on a holiday, or on overtime will incur additional charges.

All other exhibitors should schedule shipments to arrive early on Friday, July 8, 2022. This method must be used for uncrated and loose material shipments. Crated, skidded and boxed material may also be delivered at this time. This service includes acceptance of materials at showsite, delivery to your booth, removal/storage/return of empty packing materials and loading of materials on designated carriers.

For pricing and order placement, please refer to the [Shipping, Drayage and Material Handling](#) section of the GES Exhibitor Service Manual.



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PRODUCT STORAGE INFORMATION

Cold Storage – Offered on a first-come, first-served basis.

Cold storage will be accepted at show site only and storage space is limited. Refrigerated and freezer trailers will be available on the dock of the Kay Bailey Hutchison Convention Center. Exhibitors wishing to utilize this service should complete the “Refrigerated & Frozen Storage” order form and return to GES by June 17, 2022. Space will be assigned in the order the forms are received. Material handling fees will apply.

Dry Storage - Offered on a first-come, first-served basis.

Dry storage will be accepted at show site only and storage space is limited. Refrigerated and freezer trailers will be available on the dock of the Kay Bailey Hutchison Convention Center. Exhibitors wishing to utilize this service should complete the “Show Site Storage” order form and return to GES by June 17, 2022. Space will be assigned in the order the forms are received. Material handling fees will apply.



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ATTENTION EXHIBITORS WITH PRIVATELY OWNED VEHICLES (POV)

We are understanding that not all of our Texas Restaurant Show exhibitors require standard material handling services, therefore, we have made accommodations if you are utilizing your privately owned vehicle (POV) under special circumstances. Please note that a POV is a vehicle that is owned by an employee of the exhibiting company, or the exhibiting company itself, designed to transport passengers, NOT cargo or freight.

VEHICLES THAT QUALIFY:



Sedan



Van



Sports Utility Vehicle



Pickup

Exhibitors bringing in exhibit or display materials in personal vehicles (POVs) will be required to enter the Dock area from Tower of The Americas Way, behind the convention center, east side in order to gain access. There is a 20 minute time limit to unload your booth material, and return to your vehicle to exit the designated POV area. We encourage two people per POV - one to unload and one to stay with the vehicle. The vehicle must be unloaded only by a full-time company employee and items removed from the vehicle must be hand-carried or rolled-in if the item is on casters. Small hand carts are allowed. If you require more than 20 minutes to unload your booth equipment/materials, you will be subject to standard material handling. Or, if your booth equipment is no more than 200 lbs, eight (8) pieces or less and fits on a standard flat cart, you may opt for Cart Service, provided by GES on-site.

VEHICLES THAT DO NOT QUALIFY:

Cargo Van



16' Moving Truck



24' Moving Truck
w/ lift gate



Arriving in any of these types of vehicles qualifies as freight and is subject to the standard [Material Handling](#) rules and regulations.



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DALLAS LABOR JURISDICTIONS

When planning for your participation at the Texas Restaurant Show, please note that union labor may be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following guidelines. Please refer to the GES Show Site Work Rules (p 92) for specific rules.

MATERIAL HANDLING

Exhibitor personnel may handle their own equipment if it does not require motorized or mechanical devices (i.e. fork-lifts, pallet jacks and dollies.) Please note that exhibitors may not use pallet jacks to off-load or load equipment. Any equipment requiring motorized or mechanical devices must be handled by GES personnel.

INSTALLATION AND DISMANTLING

Exhibitors may perform all the work in their booths with their own full-time company personnel. Please ensure that all full-time employees have valid company identification at show site. Any necessary labor must be obtained through GES. Labor may be ordered in advance by calling GES at 800.801.7648 for rates and quotes. They can also be reached at www.ges.com/chat or at show site at the Exhibitor Service Desk. If you will be employing the use of a contractor other than GES to setup and dismantle your booth, you will need to complete the "Exhibitor-Appointed Contractor (EAC) Form". Fees will be assessed to the EAC depending on the size of your booth.

UTILITIES

Electrical and plumbing services will be performed by GES personnel. All wiring and electrical installations must be performed by a "house electrician." However, authorization may be granted for company engineers to perform special electrical work on their own company exhibit equipment.

GRATUITIES

GES requests exhibitors do not tip GES or union employees (such practices as giving money, merchandise, and other special considerations for services rendered.) These employees are paid at an excellent wage scale denoting a professional status and tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of Show Management and a GES representative at the Exhibitor Service Desk.

Expo Services

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EAC PROCEDURES

DEFINITION

An Exhibitor-Appointed Contractor (EAC) is any company other than one of the 2018 Texas Restaurant Show 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), Texas Restaurant Show 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 Texas Restaurant Show must be used for each of these services.

AGREEMENT

Should you utilize an EAC, you agree to indemnify and hold harmless TRA and Texas Restaurant Show and its agents, and the exhibit facility from any act or situation that would cause TRA, Texas Restaurant Show 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 12, 2022**



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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 Texas Restaurant Show, 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 Texas Restaurant Show. 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.



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SECURITY TIPS

BASIC SECURITY MEASURES PROVIDED BY SHOW MANAGEMENT

Uniformed guards will be stationed at entrances, exits and along the perimeter of the floor. This service will be provided 24 hours a day from the first move-in day to the last move-out day. Private guards may be hired from the official security service.

DO'S AND DON'TS OF EXHIBIT SECURITY

- Show Management is extremely security conscious and takes every reasonable precaution to protect your property while it is at the 2022 Texas Restaurant Show, but Show Management will not assume responsibility for loss, damage or theft. Each exhibitor is responsible for his or her own property.
- Adherence to the following recommendations and precautions plus the vigilance of the personnel in your booth should ensure adequate security for your exhibit materials and personal property.
- Arrange for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns.
- When preparing exhibit material for shipment, avoid cartons that identify contents.
- Assign people to be present at your booth when your exhibit material arrives to receive the shipment and to take inventory. Report immediately to security or Show Management any discrepancies between quantities shipped and quantities received.
- Installation is a highly vulnerable period; so pay special attention to items easily pilfered. Place them in locked containers when you can't keep an eye on them.
- Do not put articles of any value in a contained marked "EMPTY STORAGE."
- Exhibitor personnel must wear show badges at all times during move-in, show days and move-out.
- During show days, someone should be on duty in your booth one half-hour prior to opening and for the same period of time after all trade guests have left.
- Immediately report to security or Show Management the presence of any unauthorized or suspicious visitors on the exhibitor floor.
- Don't leave personal items unguarded such as coats, wallets, handbags, briefcases, etc.
- Avoid leaving any small items or product samples of significant value in exhibit booths overnight. In the event these items cannot be removed, store out of sight and away from temptation. Use flameproof drop cloths to cover sensitive items when your booth is not manned.
- Remember - and remind those staffing your booth - that while guard service is provided by Show Management until the end of move-out, it remains your responsibility to take whatever precautions you deem necessary to protect your property.

Please complete the Security Order Form if you would like to order private security for your booth.



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DRAFT

ORDER FORM

EVENT

A contract agreement between the City of San Antonio and the San Antonio Police Officer's Association stipulates that security at City Facilities must be provided by off-duty San Antonio Police Officers.

The security rate for an off-duty San Antonio Police Officer:
First Hourly Rate - \$46.04 Additional Hourly Rate - \$39.04
NOTE: Rates are based on a 3-hour minimum per shift.

TERMS: The City of San Antonio observes a pre-payment policy. The security invoice must be satisfied prior to the event. Checks will not be accepted within two weeks of event. Please contact this office should you prefer to use a credit card.

If you wish to order Exhibit Booth Security, please complete the following, and fax or email to our office. You will be invoiced once we have received this completed form

Exhibiting Company Name:

Exhibiting Company Address:

City/State/Zip:

Phone #:

On-Site Contact Person:

Booth Number(s) & location in the building:

Start Date & Time:

Stop Date & Time:

Start Date & Time:

Stop Date & Time:

Start Date & Time:

Stop Date & Time:

Start Date & Time:

Stop Date & Time:

Start Date & Time:

Stop Date & Time:

Start Date & Time:

Stop Date & Time:

Signature

Date:

Print Name

Method of Payment:

SEND TO: San Antonio Policy Department Off-Duty Employment Unit
1048 E. Commerce
San Antonio, TX 78205
Phone: 210.207.7020
Fax: 210.207.3314
Email: sapdodeu@sanantonio.gov