

# Exhibitor-Appointed Contractor (EAC) Authorization Form

## Deadline: February 1, 2026

If your company plans to utilize the services of any independent contractors other than The Freeman Company, LLC ("Freeman"), official general service contractor designated by Texas Music Educators Association (TMEA), this form must be completed and signed by a representative of the exhibiting company. The EAC must also submit a copy of their certificate of liability insurance to [zgersch@tmea.org](mailto:zgersch@tmea.org) by Friday, February 1, 2026.

### **Exhibitor Information:**

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Exhibitor Contact: \_\_\_\_\_

Exhibitor Phone: \_\_\_\_\_ Exhibitor Email: \_\_\_\_\_

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

The authorized signature confirms that the exhibiting company has committed to using the services of the following Exhibitor Appointed Contractor(s) and they agree:

- To read and comply with all show rules and regulations as outlined in the [Exhibitor Rules & Regulations](#) and Exhibitor Kit.
- To obtain and maintain appropriate insurance coverage as outlined in the [Exhibitor Rules & Regulations](#).

### **EAC Information:**

EAC Company Name: \_\_\_\_\_

Pre-Show EAC Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

EAC On-Site Contact: \_\_\_\_\_

Emergency On-site Mobile/ Cell: \_\_\_\_\_

EACs will only be allowed access to the exhibit hall during exhibitor move-in and move-out dates/times. For information on exhibitor move-in and move-out dates/times, please visit the [Registration & Exhibit Hall Hours](#) webpage. If an EAC needs access to an exhibitor's space at any other time, the exhibitor will need to register the EAC personnel for a TMEA Clinic/Convention event badge under the exhibitor's allotment.

Please email this completed form along with a copy of the certificate of liability insurance to [zgersch@tmea.org](mailto:zgersch@tmea.org) by February 1, 2026. This form must be emailed to [zgersch@tmea.org](mailto:zgersch@tmea.org) Please do not return this form to Freeman.