



## PPFIC Exhibits Rules and Etiquette for Vendor Exhibit Space

### A. SCOPE:

The intent of these rules is to maintain the meeting as a technical conference on a professional level. Vendor participation is encouraged and welcomed but it is only to emphasize the technical and professional aspects. These rules are required to prevent any conflicts with the Conference program. Conduct shall be in accordance with this intent.

### B. EXHIBIT SPACE:

1. **It is emphasized that the exhibits are intended to consist of “table-top” displays that can be brought in on standard hotel luggage carts or handcarts.** 115 VAC is generally available from the hotel at an additional charge. The booths are 8' x 10' pipe & drape with 8' high background drape & 3' draped sides, and come with 7" x 44" ID sign with your company name, a 6' x 30" draped table, 2 folding chairs, and a wastebasket. **All exhibits and signage must be fully contained within the booth.**
2. Exhibits may be set up Sunday afternoon before the Conference, and should be ready for attendee viewing by Monday morning. Exhibit teardown will be Wednesday afternoon after the afternoon break.
3. The vendor exhibit space serves as a means of educating customers about products and services, and for commercial discussions on an individually-oriented basis.
4. All vendor personnel participating in the vendor's exhibit space must register for the Conference. Vendor personnel attending for less than the entire Conference may share their registration badge with their replacement.
5. The principal member responsible for a vendor's exhibit space shall be a member of the Pulp, Paper and Forest Industries Products committee.
6. Exhibit space shall not be open to attendees during the PPFIC Technical Program. It can be open 10 minutes prior to and during scheduled breaks and lunches. It can also be open one hour prior to and after the PPFIC Technical Program. The Conference Agenda (the Tri-Fold) will be provided to each vendor to ensure complete understanding of the times. Please conclude your business in a timely fashion so that the attendees can return to the Technical Program when it reconvenes.
7. The exhibit space shall be closed to conference attendees Tuesday afternoon during committee meetings. Vendors must ensure that their employees who are also committee members attend their respective committee meeting. To that end, exhibit booths must be tended with staff who are not committee members during the Tuesday afternoon meetings.
8. Vendors delaying or preventing the attendees from returning to the Technical Program will have their booth shut down by the Local Committee at the Local Committee's discretion.
9. No catering is allowed within the exhibit space. Neither contests nor door prizes are permitted. A suitable, professional atmosphere shall prevail at all times.
10. Exhibit external identification will be limited to signage stating "PPFIC Exhibits". No signs, posters, banners, or other materials shall be used for promotional purposes external to the exhibit space.
11. Literature and products for demonstration and discussion on a personal and individually oriented basis in exhibit space shall be permitted when they are consistent with the technical communication objectives of the Conference.

### C. COMMERCIAL ADVERTISING AND CONDUCT:

1. Commercial displays, including products, signs, posters, banners, etc., shall be confined to the exhibit space.
2. Commercial literature shall be distributed only from the exhibit space or on a personal basis with the exception of literature associated with a scheduled "New Product Presentation (NPP)" which is an integral portion of the Conference Technical Program.
3. ***No mass mailings or emails to attendees are permitted, unless the attendees have explicitly opted-in to them by sign up at the exhibit booth. Violation of this rule is grounds for banning from future Conferences.***

### D. ENFORCEMENT:

The Conference Chair is responsible for the strict adherence to these rules. Failure to comply can result in the closing of any exhibit space or display for the balance of the Conference.