



# PPPC TRADE SHOWS

## GENERAL REGULATIONS & SANCTIONS

(Last updated November 2011)

### 1. WHO MAY EXHIBIT

#### **A. SUPPLIER MEMBERS and SUPPLIER SUBSCRIBERS**

Exhibit privilege is open to all Supplier Members and Supplier Subscribers who are in good standing with the Association. PPC shows are primarily designed for Suppliers and Distributors to do business together. If a Supplier cannot exhibit, the company's lines can be featured in their Multi Line Agency's booth but the said supplier is not to work the MLA's booth as other lines in that booth are not of his/her company. Subscribers pay a 30% premium to exhibit.

#### **B. PREMIUM & INCENTIVES MEMBER SUPPLIERS**

Members manufacturing, importing, converting, imprinting or otherwise processing premium & incentive promotional products or programs and providing premium and incentive services for sale to distributors; or a firm maintaining an affiliate, division or department devoted to this work exclusively. These products, programs and/or services are defined, without limiting their usage, by their principal purposes of Recognizing, Motivating and Rewarding employees and clients. These include:

- P & I merchandise suppliers and manufacturers, importers, converters and im printers of premium and incentive promotional products or programs.
- P & I wholesalers, manufacturers' representatives, fulfillment houses & full-service incentive houses
- P & I travel programs and incentive and loyalty programs.

#### **C. ASSOCIATE MEMBERS**

Members offering only services to Industry members may exhibit; however, since the show's primary purpose is to provide distributors with exposure to promotional products, premiums & incentives and business gift items and to assist them in the sale of such items to promotion buyers, Associate members and Associate subscribers dealing in the following: manufacturing equipment, machinery, parts or materials used in the production of a product, imprinting and decorating equipment and all other similar items may not exhibit. Priority for exhibit space will be given to Supplier members. Associate Members, if they are not exhibiting, cannot walk the show.

#### **D. MULTI-LINE AGENCIES (MLA)**

Members who exhibit under their own company name if the suppliers whose lines they will show are not present to exhibit their own product. They provide sales and marketing services to one or more supplier who does their own invoicing. They may exhibit product under their own name only with the following prerequisites:

- May exhibit supplier product lines only if the supplier company is not exhibiting;
- The names of the companies they represent must be clearly indicated below their name;
- They pay a \$100 fee, in addition to their membership fees, towards exhibiting privileges;
- MLAs may exhibit product lines as required under the following conditions:
  - At least one Member line must be displayed;
  - Maximum of 2 lines in first booth, 5 lines in 2 booths and 7 lines in 3 booths;
  - Regular booth fees apply;
  - They may man a networking booth at the PPC Annual Convention.

### **IMPORTANT NOTES:**

- **Companies with exhibiting privileges who choose to forego their right to exhibit at a show cannot attend that specific PPPC trade show under any circumstance.**
  - Multi-Line Reps can only attend a PPPC trade show if they are representing one or more Suppliers exhibiting in the said show.
  - Every Exhibitor must be current in payment of dues and all other charges invoiced by the PPPC and have executed the exhibitor's contract.
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## **2. EXHIBITS**

Official exhibits are in booths on the exposition floor of the designated convention facility. Exhibitors showing product, soliciting or drawing traffic elsewhere on or around the PPPC premises during show hours will not be permitted and consists of a violation.

An exhibiting company may reserve space only for its own use and may not assign or sublet space to other exhibitors.

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## **3. ONE COMPANY'S PRODUCTS PER BOOTH**

An exhibitor may exhibit the products of no more than one company in a single standard exhibit booth. The Supplier can only show product that will be invoiced by the said supplier. Exhibiting product of affiliate or sister companies, also members, is prohibited. A supplier can show as many lines as sold by the company.

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## **4. SPACE ASSIGNMENT**

At PPPC National Convention and TOPS+ only, exhibit space is assigned under a priority point system established by the PPPC, on execution by the exhibitor of the exhibitor's contract and payment of the exhibit fee. Exhibitors may list their booth location preferences on the contract but are not guaranteed specific locations and/or booth configurations. Many factors are taken into consideration while assigning booths and show management reserves the right to place a company's booth anywhere on the show floor that best suits overall considerations. i.e. size, configuration, competition, overall flow, etc.

At TOPS shows, booth numbers are not assigned beforehand. Booth locations are indicated upon arrival, at each site. You will accumulate one point per TOPS city where you exhibit and these points will apply to the Annual Convention and TOPS + booth assignment.

Subscribers are always assigned a booth last as they do not earn priority points.

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## **5. REFUND/CANCELLATION OF EXHIBIT FEE**

**MEMBERS:** In the event of space cancellation by a member exhibitor, a processing fee of \$100 +tx for each 10 X 10 space rented is non-refundable and only if cancellation occurs, in writing, 30 days or more before the first show day. NO refunds or credits will be issued if contract for exhibit space is canceled 29 days or less before the first show day.

**SUBSCRIBERS:** NO refunds, credits or cancellations 24 hrs after registration. No exceptions.

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## **6. OBSERVANCE OF EXHIBIT DAYS AND HOURS**

Exhibits shall remain open on every official exhibit day for the full duration of official exhibit hours and shall be closed at all other times. Early tear-down of a booth will automatically result in a penalty.

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## **7. BUSINESS / SOCIAL EVENTS**

Members and Subscribers shall not hold Business/Social functions or plant tours to which other Industry participants are invited during official exhibit hours or during hours of Association-sponsored business or social functions, including Chapter held events. Any member or subscriber sponsored business, social function or plant tour to which other members are invited shall not begin during or extend into official exhibit hours or hours of association-sponsored business or social events.

## 8. SPACE FORFEITURE

Exhibit space not occupied by the exhibitor by the end of set up schedule shall be forfeited by the exhibitor and the space reassigned by the Association without refund, unless arrangements for delayed occupancy have been approved by Show Management.

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## 9. SIGNS, ADVERTISING, VISIBILITY

Exhibitors can show line names and/or company names only at booths. No signs, advertising devices or representation shall be displayed outside exhibit space. Nothing shall be posted, tacked or otherwise attached to columns, walls, floors or other parts of the building or furniture. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the exhibitor. Exhibitors shall not distribute or display products, circulars, catalogues or publications outside the confines of the exhibit areas. They shall not congregate or solicit trade in the aisles, and no exhibitor shall conduct himself in a manner offensive to decency or good taste.

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## 10. CONTACT INFORMATION ON ADVERTISING MATERIAL / CATALOGUES

Catalogs can only show line names and/or company names and/or Association membership number. PPPC does not prohibit the publication of web addresses on supplier catalogues; however, in the spirit of cooperation, we recommend that the established and accepted structure of our association be followed, that of Supplier-Distributor-Promotion Buyer, on web sites.

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## 11. DISTRIBUTION OF BUSINESS CARDS

Suppliers may exchange business cards with all members and subscribers of distributor companies, voting members and their staff. At the PPPC National Convention yellow badges are issued to voting members of distributor companies to signify their special status and voting rights; if unable to attend, a voting member of a member distributor firm can appoint a designated person, by letter, to wear the yellow badge. Otherwise, distributor personnel will be wearing black badges. Subscriber Distributors are given green badges.

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## 12. DISTRIBUTION OF PRICE LISTS

Retail coded price lists only are permitted for distribution on the floor. Net price lists are not.

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## 13. VISITORS / ATTENDEES

A) Conventions are industry trade events open to association members who are current in payment of dues and subscribers who have paid an annual subscription fee in addition to the premium over what members pay for services.

**Distributor members** can register **all members of their staff** to attend a show at no cost before the pre-registration deadline. A minimal processing fee will apply to registrations submitted after the deadline.

**Distributor subscribers** can only register **two members of their staff including themselves** to attend a show at no cost. For each additional delegate, a fee of \$25 will apply.

**IMPORTANT:** Distributors cannot register potential members or suppliers as delegates of their own firm or as guests for the purpose of giving access to the premises as this is considered the unauthorized use of a badge. A penalty for such violation applies automatically.

B) Distributor reps represent one company and work the show in order to source and buy from member suppliers. As such, they need not be members of PPPC as long as the company they represent is a PPPC member in good standing and that they are registered under that company's umbrella. A business card from the company they represent is MANDATORY.

**Franchisers** cannot exhibit and are limited to 4 delegates walking a PPPC Show Floor.

C) Expositions and/or any special or business events held by the Association are closed to the general public, unauthorized persons, and to children under the age of 16.

## 14. EXHIBIT STAFF

A) Members of exhibit staff shall be full time employees of exhibitors or shall be employed for the duration of the convention and clearly identified to PPPC.

B) A Supplier is authorized to invite a representative of a raw goods company, a service provider, a professional model and/or a demonstrator to work exclusively in his/her booth during a trade show. This person will work exclusively for that exhibitor and will not walk the show floor. He/she is invited solely for the purpose of serving one company and will not solicit any other business at the show.

C) Suppliers are prohibited from hiring or giving access to representatives from other promotional products companies, member or non-member, to work their booths unless that non-member is a Multi-Line Representative who paid trade show access fees for the year.

NOTE: Badges for exhibit staff are not transferable. Costumed members of exhibit staff wearing product or location information must stay within the booth space while so attired. Registering a non-member as a company delegate consists of a violation and will automatically generate a penalty.

D) MULTI-LINE REPS WHO ARE NOT MEMBERS OF THE ASSOCIATION AND REPRESENT ONE OR MORE PPPC SUPPLIER MEMBERS **May** work for **more than one** supplier at a PPPC show. The cost for belonging to this grouping is \$150 per private company, per year.

E) MULTI-LINE REPRESENTATIVES ARE THOSE SUPPLIER REPS WHO ARE MEMBERS OF THE ASSOCIATION IN THEIR OWN RIGHT AND REPRESENT ONE OR MORE PPPC SUPPLIER IN GOOD STANDING WHO DO THEIR OWN INVOICING. They **may work for more than one supplier** at a PPPC show, walk the floor and act in their own name. They **can only attend a show if they are representing one or more suppliers on the show floor.**

F) MARKETING REPRESENTATIVES ARE THOSE SUPPLIER REPS WHO ARE MEMBERS OF THE ASSOCIATION IN THEIR OWN RIGHT AND PROVIDE SALES AND/OR MARKETING SERVICES TO ONE OR MORE PPPC SUPPLIER MEMBERS IN GOOD STANDING WHO DO THEIR OWN INVOICING. They **work for more than one supplier** at a PPPC show, walk the floor and act in their own name.

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## 15. THIRD PARTY CONTRACTORS

Several exhibitors hire the services of **3rd party contractors to set-up and tear-down their booths**. These private companies are not necessarily known by PPPC and, for security reasons, will only be admitted under the following conditions:

- 1) The exhibitor must fill out the **3<sup>rd</sup> PARTY CONTRACTOR FORM** and return it to PPPC so that we can prepare badges and greet these people at the loading dock.
- 2) The exhibitor must provide your 3<sup>rd</sup> party contractor, with the complete set of General Rules & Regulations as well as Booth Structure Rules & Regulations. They must comply.
- 3) Times for unloading, set-up and tear-down by these contractors will be determined by Management to ensure enough time is allowed to all, starting with our official contractors;
- 4) They will have to provide PPPC with a proof of liability insurance with coverage of \$1,000,000 for work being done on the show floor;
- 5) They are not to extend their mandate further than the services they are rendering. Soliciting other business with other member companies during set-up, show time and tear-down is prohibited and could compromise a 3<sup>rd</sup> party contractor's future access;
- 6) As per these current show regulations, Distributors and other Suppliers, members or not, cannot act as 3<sup>rd</sup> party contractors. Trade show access reflects respective membership categories.

## 16. PROTECTION OF PROPERTY

All of the exhibitor's property at the show shall be at the sole risk of the exhibitor and PPPC will not assume responsibility for loss or damage thereto. Each exhibitor must make provisions for the safekeeping of his goods before the opening, during and after the closing of the convention/show. PPPC might choose to coordinate transportation of goods for its registered exhibitors but has no control over the safe delivery of such goods, and therefore will forever be held harmless in the case of loss, damage and/or theft of exhibitors' goods while in PPPC's or its contractors' possession. The exhibitor must insure his goods at his own expense.

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## 17. LIABILITY

**Exhibitors must carry their own liability, third party coverage, fire, theft and/or other insurance and have the obligation to provide PPPC with a copy of their certificate of insurance for this particular trade show. It is requested and is a condition for exhibiting.** Show Management shall take the responsible cautions to prevent losses and to protect the interests of exhibitors. Show Management and its official contractors will not accept responsibility for injury to persons, loss of, or damage to products, exhibits, equipment or decoration, by fire, accident, theft or any other causes while in the building and/or in transit to or from the exhibit site.

Exhibitors, or their agents, must provide adequate insurance for their own personnel, exhibits and materials against all such hazards. Please contact your Insurance Company and request they place a "rider" on your existing policy. Inform your Insurance Company of show location, move-in and move-out dates. **This "Certificate of Insurance", with contractual liability insurance at limits of at least \$1,000,000 per \$1,000,000 aggregated, must be issued and submitted to PPPC.**

The exhibitor therefore agrees to hold forever harmless the Promotional Products Professionals of Canada, and its official decorating company from any damage charges imposed for violation of any law or ordinance. The PPPC and its official decorating company shall not be liable to any exhibitor for any accident or other occurrence to the exhibitor, his agents, employees or business contracts, or guests, which arise by reason of occupancy of the convention premises.

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## 18. SOLICITATION OF GOODS AND SERVICES

Only those firms registered at the Exposition as exhibitors and/or authorized visitors may solicit goods and services.

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## 19. WHEELED VEHICLES

Wheel Chairs will be accepted on the show floor with a verifying medical attestation. Carts to carry catalogs and other materials collected at the show will be tolerated.

Restrictions:

- Cart must be the type used for airline travel;
  - Use of the cart cannot interfere with show traffic or obstruct the path of other attendees;
  - Carts may only have two wheels;
  - Inside width (from wheel to wheel) must not exceed 10 inches;
  - Collection boxes on carts can be no wider than the cart, or larger than 15 inches in any dimension;
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## 20. NOISE

Show Management reserves the right to address the issue of 'NOISE' by an exhibitor.

## 21. TAPING

All programs, meetings, sessions, seminars, trade shows and other events sponsored by the Association are the exclusive property of the Association and no one is permitted to record or reproduce such events, orally or visually, by motion pictures, videotape recording, audio cassette recording or by any other means for commercial purposes without the express written consent of the Association. This rule does not prohibit videotaping or other visual or oral recordings by an exhibitor at Association Trade Shows made entirely within the booth space leased by that exhibitor. In order not to interfere with normal show proceedings, all recording done outside an exhibitor's own booth shall be done prior to or after exhibit hours; any special expenses generated to be borne by the proponents/exhibitors.

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## 22. ADDITIONAL REGULATIONS

Exhibitors shall observe and abide by any additional reasonable regulations made from time to time by the Association, its officers and employees for efficient and safe operation of the convention. Any and all matters pertaining to the PPPC event and not specifically covered by the terms and conditions of the contract shall be subject to determination by the PPPC in its sole discretion.

**NOTE: SPECIFIC RULES PERTAINING TO SHOWS AT WHICH CLIENTS (end-users) OF MEMBER DISTRIBUTORS ARE INVITED APPLY TO ALL PARTICIPANTS AND ARE CLEARLY OUTLINED IN THIS DOCUMENT. Please continue reading.**

**SANCTIONS FOR VIOLATION OF SHOW RULES ALSO FOLLOW.**

**CLIENT DAY TRADE SHOW RULES  
SPECIFIC RULES AND REGULATIONS  
APPLICABLE IN THE PRESENCE OF PROMOTION BUYERS / CLIENTS**

**EXHIBITORS / SUPPLIERS**

- **SUPPLIERS WHO GENERALLY SELL DIRECT CANNOT USE PPPC SHOWS TO DO SO, WHETHER THE SALE IS TO A CLIENT (END-USER) OF THEIR OWN OR THAT OF A PPPC DISTRIBUTOR MEMBER. THEY MUST REFER ANY CLIENT WHO'S INTEREST IN A PRODUCT COMMANDS FOLLOW-UP TO THE HOST DISTRIBUTOR WHOSE NAME IS ON THE GUEST'S BADGE.**
- **EXHIBITOR BUSINESS CARDS ARE NOT TO BE GIVEN TO INVITED CLIENTS UNDER ANY CIRCUMSTANCE NOR ARE EXHIBITORS ALLOWED TO COLLECT BUSINESS CARDS FROM THEM.** Clients are all invited by a Distributor who will follow-up with them. Exhibitors may exchange business cards with individuals of Distributor companies ONLY. No exceptions.
- Distributors' clients will take their own notes on products that they are interested in. **Suppliers are not to give distributors' clients (end users) any types of lead forms whatsoever.** A supplier can make note of a client's name, host number and product of interest by using the client lead form provided by PPPC. This will allow the said supplier to follow-up on a client's request by contacting the host-distributor whose PPPC membership number appears on the client's badge.
- Exhibitors may show **line names** and **company names** at booths and on materials distributed at PPPC shows. They cannot display salesmen's specials, sample order forms or special contests for distributors and/or their clients during end users visits.
- **Suggested retail CODED price lists** may be displayed quoted or discussed; net costs or discounts must not be mentioned to clients or distributors accompanying them. This unwritten Industry rule is to be strictly adhered to under PPPC guidelines at PPPC events.
- A supplier who owns and operates a distributorship may exhibit, providing that no distributor personnel work the booth.
- All members of the exhibit staff must comply with GENERAL RULES & REGULATIONS.
- No sale of merchandise of any type is permitted on the show floor.

**DISTRIBUTORS / END USERS**

- PROMOTION BUYERS WEAR A NAME BADGE IDENTIFYING THEIR FULL NAME AND THAT OF THEIR HOST DISTRIBUTOR. Subscribers cannot invite end users to any PPPC Trade Show.
- Distributors are prohibited from soliciting other fellow distributors' clients at the show. This practice, which does occur in isolated cases, will be monitored very closely.
- Distributors who host a client lounge off the show floor have the responsibility of redirecting clients of other distributors who mistakenly walk into their room.
- The Association provides client invitation cards as well as an electronic version of the invitation that distributor members can forward to their clients. These invitations are provided free of charge by the Association. Clients are admitted only if they have been invited by a distributor member, present a verifying invitation, can identify their host and present a business card. They are allowed to walk the show floor by themselves.
- Some clients receive invitations from several distributors. Therefore, the name of the host-distributor does not appear on the badge. The client is the one to indicate to the registration typist which distributor guest list he/she wants to appear on.
- Distributors cannot register potential members or suppliers as delegates of their own firm or as guests for the purpose of giving access to the premises as this is considered the unauthorized use of a badge. A penalty for such violation applies automatically.

**SEE NEXT PAGE FOR HOSPITALITY SUITE RULES**

## DISTRIBUTOR HOSPITALITY SUITES

- Distributors cannot stand at or around the registration area to greet their clients and/or any other client invited to the show. They should have a hospitality suite/lounge away from registration and the show floor. Hospitality suite doors are to be closed and a sign must read: **PRIVATE RECEPTION, BY INVITATION ONLY.**"
- Distributors hosting hospitality suites in private rooms adjacent to the show floor during Client Shows, **cannot display product imported directly from overseas by their own company for their exclusive sales.** PPPC, in working for both its Distributor and Supplier members, fosters and promotes the chain of supply accepted in North America.

## **SANCTIONS FOR ALL RULES AND REGULATIONS VIOLATIONS**

### **A member who violates any of these rules and regulations will receive:**

- A written warning detailing the violation and filed in the company's member file.

### **Repeated violations by an exhibitor may result in:**

- An assessment of the equivalent of the cost of a booth for each violation **and/or**
- Forfeiture of priority points for booth assignment at future shows **and/or**
- Loss of right to exhibit or attend the next National Convention.

### **Repeated violations by a distributor may result in:**

- A fine in the amount of the company's membership dues
- Loss of right to attend association trade shows

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## **REGISTRATION OF UNAUTHORIZED PERSONS AND UNAUTHORIZED USE OF BADGES:**

### **By a Supplier -**

- Ejection of unauthorized person
- An assessment equivalent to the cost of a booth for each violation and
- Possibility of forfeiture of exhibit privilege for future shows.

### **By a Distributor -**

- Ejection of unauthorized person
- A fine equivalent to the Distributor basic membership fee and
- Possibility of forfeiture of attendance at future shows.

**AS A PPPC MEMBER OR SUBSCRIBER PARTICIPATING IN A TRADE SHOW, YOUR COMPANY, YOU AND YOUR COMPANY STAFF AGREE TO ABIDE BY ALL RULES AND REGULATIONS ADOPTED BY PPPC, THE SHOW SPONSORS, AND THE FACILITY IN WHICH THE SHOW IS HELD.**

**THE VOTING MEMBER/PRINCIPAL TAKES RESPONSIBILITY FOR CIRCULATING SHOW RULES AND REGULATIONS TO ALL TRADE SHOW STAFF. IT IS ALSO UNDERSTOOD THAT PENALTIES FOR VIOLATIONS OF RULES AND REGULATIONS WILL APPLY".**

**ALL OF THE ABOVE POINTS ARE UNDERSTOOD AND ACCEPTED AS PART OF THE REGISTRATION AGREEMENT BETWEEN THE PROMOTIONAL PRODUCTS PROFESSIONALS OF CANADA, AND THOSE WHO EXHIBIT IN ASSOCIATION TRADE SHOWS.**

**THIS SET OF RULES AND REGULATIONS IS AN INTEGRAL PART OF PPPC TRADE SHOW REGISTRATION AND IS BINDING. AS STATED ON THE DELEGATE REGISTRATION FORM ITSELF, PARTICIPANTS SUBMITTING THE ACTUAL FORM UNDERSTAND THE RULES & REGULATIONS AND AGREE TO ABIDE BY THEM AS WELL AS CIRCULATE THESE TO THEIR TRADE SHOW PARTICIPATING STAFF MEMBERS. RULES APPLY EQUALLY TO ALL.**