



APCO 2021

August 15-18 | San Antonio, TX

EXHIBITOR CODE OF CONDUCT APCO 2021 Annual Conference and Expo

Exhibitor personnel, including vendors hired to work in their booth, may not solicit attendees, other exhibitors, meeting presenters, or meeting faculty from outside of their booth or elsewhere in the meeting venue, and may not canvass in any part of the Exhibit Hall or meeting venue.

Exhibitors will only be permitted to photograph, videotape, and/or audiotape their own booth space. Exhibitors may not photograph or videotape other exhibitors' or organizations' exhibits and/or Exhibit Hall attendees. All photography, video, and audio equipment must remain with exhibitors' booth space and must not disrupt visitor traffic. Unauthorized photography of any exhibit or product is prohibited and may result in expulsion from the Show. Exhibitors are required to monitor their own booth areas and should notify APCO Show Management immediately of any unauthorized photography.

Under no circumstance should you enter any other exhibitor's display area/meeting room uninvited or when unattended. This means announcing **who you are** and **what company you are with** upon entering another company's booth area. Interference with, or disruption of, another exhibitor's personnel or legitimate activities is prohibited.

Exhibitor's sound level shall not be disruptive and/or interfere with the ability of any and all adjacent exhibitors and exhibit areas to conduct conversations.

Steps to take if an exhibitor code of conduct violations occur:

The following are steps for exhibitors to take on-site when they encounter an Exhibitor Code of Conduct violation. Exhibitors are cautioned against taking the matter into their own hands with the use of force or threats of force. There is less exposure for company or personal liability if the matter is turned over to APCO Management to handle.

1. If a violation occurs, unauthorized photography of the booth or its contents, attempt to stop the violation by talking to the violator. It is critical to identify the violator and write down the violator's name and company information.



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2. Immediately contact the APCO Exhibit Floor Manager; and/or APCO International Director of Corporate Outreach, Lisa Williams to report the incident.
3. If the violator attempts to leave the scene before the Floor Manager, or APCO representative arrives at the booth, do not use physical means to restrain the violator. If the violator has not yet been identified, continue trying to do so. This may involve following the violator to see if he or she goes to his or her own company's booth, which may help later to identify the violator.
4. When the Floor Manager or APCO representative arrives at the booth, explain the incident, providing as many details as possible about the violator's identity, company and violation.
5. If more information about the violation or the identity of the violator is obtained later during the Show, give it to a Floor Manager or APCO representative.

It is the responsibility of the Exhibitor POC to see that all booth staff are aware of and adhere to all APCO policies, applicable law, and terms of the Exhibitor Agreement, and conduct themselves in a professional manner.

The Exhibitor POC is responsible for sharing these rules with those representing and/or affiliated with the exhibiting company.