



2012



IEEE-IAS/PCA CEMENT CONFERENCE

San Antonio TX • May 13-17

Sustainable Strength through Innovation

54th IEEE-IAS/PCA Cement Industry Technical Conference
San Antonio, TX, USA

Rules of Etiquette for Vendors and Exhibitors

1.0 SCOPE

The intent of these rules is to maintain the conference at a high technical and professional level and to prevent any conflicts with the Conference Program. Vendor participation is encouraged and welcomed. Conduct shall be in accordance with this intent.

2.0 GENERAL

- 2.1 Exhibitors must comply with the rules and regulations of the exhibit hall at all times.
- 2.2 Exhibit booths are intended for creating and maintaining acquaintances and for commercial discussions on an individual basis.
- 2.3 All vendors must notify the Exhibit Chair how many of their personnel will be participating in their respective exhibit booth.
- 2.4 The Exhibit Chair will ensure that the exhibitors' requirements are met in accordance with the terms of the contract.
- 2.5 The exhibitors shall report all matters of concern relating to the conference to the Exhibit Chair.
- 2.6 Literature and products for distribution, demonstration and/or discussion are permitted, provided they are consistent with the technical communication objectives of the conference.
- 2.7 Distribution of refreshments or other products for consumption are subject to the general rules and regulations of the hotel / exhibit hall.



2012



IEEE-IAS/PCA CEMENT CONFERENCE

San Antonio TX • May 13-17

Sustainable Strength through Innovation

54th IEEE-IAS/PCA Cement Industry Technical Conference
San Antonio, TX, USA

Rules of Etiquette for Vendors and Exhibitors

- 2.8 Large group-oriented displays of commercial equipment or group-oriented product presentations shall be permitted with the prior approval of the Conference Committee Chair and may be open when no official activities are scheduled.

3.0 REGISTRATION

3.1 In addition to the exhibit booth rental fee, all vendor personnel, exhibitor personnel, hospitality hosts and attendees to the exhibit hall and hospitality suites are required to register and pay the appropriate conference fee(s) to gain access to these areas.

3.2 The booth rental fee includes one full conference registration for each booth rented. The conference does not offer a vendor or exhibitor-only registration.

4.0 BOOTH REGULATIONS

- 4.1 Commercial displays, including product signs, posters, banners, etc., shall be confined to the exhibit hall. The advertising and promotion of exhibitors' products must be limited to the confines of their exhibit booth.
- 4.2 Each exhibitor must keep his exhibit open and properly staffed during the specified hours. Exhibit booths shall not be open to guests during the conference program hours listed in the Conference Program.
- 4.3 Robots or other remote control devices should be limited to the exhibitor space only.
- 4.4 Audio-visual equipment must be kept at sound levels that do not interfere with other exhibitors. Audio-visual presentations must be designed and regulated so that the viewing is contained within the confines of the booth space. All large-screen audio-visual presentations must be approved in advance by the Exhibit Chair.



2012



IEEE-IAS/PCA CEMENT CONFERENCE

San Antonio TX • May 13-17

Sustainable Strength through Innovation

54th IEEE-IAS/PCA Cement Industry Technical Conference
San Antonio, TX, USA

Rules of Etiquette for Vendors and Exhibitors

- 4.5 Use of amplification devices (PA systems) is not permitted.
- 4.6 Careful consideration and attention shall be given to safety issues, such as moving machinery and other display devices, to ensure the safety of exhibitors and attendees. The Exhibit Chair shall have the right to have unsafe conditions resolved or removed immediately. Pre-approval of such devices by the Exhibit Chair is encouraged.

5.0 ENTERTAINMENT

- 5.1 Authorized vendor luncheons, cocktail parties or other group affairs shall be scheduled and controlled so as not to conflict with the official Conference Program or events.
- 5.2 Inviting customers to dinner on a personal basis is acceptable but preferably scheduled after the close of exhibit hours.
- 5.2 The consumption of alcoholic beverages is restricted to the event area during the times designated by the hotel/exhibit hall and the Exhibit Chair.
- 5.3 The local Committee can designate certain evenings and/or mornings for social functions provided these events do not conflict in any way with official conference events.

6.0 RULE REINFORCEMENT

- 6.1 The Exhibit Chair is responsible to ensure strict adherence to these rules. Failure to comply may result in the closing of the offending exhibit booth or display.
- 6.2 For any deviations from these rules, written approval must be obtained from the Conference Committee Chair, Corinne Prince-Fields, before 12:00 noon on May 4, 2012.