

Vendor Policies and Code of Ethics

It is a long standing tradition that vendors are welcome to attend our spring and fall conferences. We have had an excellent working relationship with the vendors that attend our conferences. On occasion, vendors are invited to participate in our conference as pre-conference speakers, general conference speakers or as vendors in our vendor booth area. This document is designed to communicate the policies governing vendors who choose to attend our conferences and the code of ethics they must adhere to.

General Conference Attendance-

All vendors are encouraged to register for our regular conferences. The registration fee includes admittance for one person to all sessions* and all ACCIS hosted meals. The purpose for allowing the vendors to attend our conference is so they can be aware of the issues that are facing the ACCIS membership. Vendors are allowed to be present in the conferences and participate but not allowed to “sell” during the conference. A member may approach a vendor during non-conference times to discuss business but this should be limited to only non-conference times and only at the member’s discretion. Vendors are not allowed to attend the business meeting.

Pre-Conference Speakers-

Occasionally, ACCIS will host a pre-conference meeting. The speakers for this pre-conference are by invitation only. Speakers (Vendors) are selected by the Board and must be sponsored by a regular member based on the needs/problems facing our membership at that time. Vendors who are making presentations at a pre-conference are required to pay a speakers fee** and are welcome to present their solutions during the pre-conference but are prohibited from selling during the general conference. All pre-conference speakers are subject to presentation review by the ACCIS Board to ensure the membership is getting technical solutions that meet our needs, not just prospective selling.

General Conference Speakers-

General conference (Vendor) speakers are selected by the ACCIS Vice-President and must be sponsored by a regular member. The topic must be applicable to the regular members and **can not** include any sales information. These presentations must be “how we solved this problem” for a City or County. The details of this presentation must be coordinated with the Vice-President and fit within our stated schedule.

Vendor Fair-

Occasionally, ACCIS chooses to have a vendor fair in conjunction with a pre-conference and/or portions of the general conference. The participants for this vendor fair are by invitation only by the ACCIS Board. The vendors selected are based on the needs of the ACCIS membership. All participants are required to

complete an application form which details the specific logistics of that particular vendor fair and pay a participation fee. The fee includes one table with electrical power for the duration of the vendor fair. Selling is only allowed within the vendor fair area and only during non-conference times (before conference start, breaks, lunch, after conference ends). The fee also includes conference registration and all ACCIS hosted meals for one person. If additional vendor staff attends they must register as a vendor for the conference. This allows them to attend the conference and be included in all ACCIS hosted meals. The vendor fair will have a limited time span. However, the registered vendors are welcome to attend the remaining conference.

*** ACCIS reserves the right to have sessions where no vendors are allowed.**

**** The speaker's fee covers conference registration and all ACCIS hosted meals for one person.**

ACCIS Vendor Code of Ethics

As a vendor in good standing I understand that I am allowed to attend the ACCIS general conference as a participant with no intent of selling my product during the conference. This conference is my opportunity to see the needs of the ACCIS Membership so I can better develop solutions to meet those needs. I may make contacts during the conference that lead to selling opportunities in the future. However, my participation in the conference does not allow me to use the ACCIS membership list as a cold call opportunity and I will not share ACCIS membership information with anyone else.

I understand that ACCIS members may want to learn about my products during non-conference time; however, unsolicited sales presentations or pressure during the conference will not be tolerated. I understand that if I demonstrate this behavior the board will issue me one warning and if I repeat the behavior I will be asked to leave the conference and will not be allowed to attend future conferences.

Vendor's Signature

Last revision July 15, 2011 (Ed Sherman)