

Vendor Tables Policy
National Capital Chapter (NCC)
ASIS International

Purpose: To set forth guidelines for security vendors wishing to participate in the National Capital Chapter's Vendor Table program.

Monthly Meetings: The NCC of ASIS International holds monthly membership meetings where members participate in networking and industry speakers are retained to provide educational information on various topics of interest to the chapter members.

Table Program: The Vendor Table program offers industry vendors the opportunity to display their various products and services in a controlled environment. Vendors will pay a fee which will include the display (6' banquet) table that will be provided by the chapter through the hotel. The fee will also include one (1) dinner seat during the meeting. The location of the tables will be typically just outside the entrance to the meeting room. In the larger meeting rooms the tables will be located inside and in the rear of the room. Each meeting will have a maximum total of two (2) vendor tables

Guidelines:

Vendors must submit in writing, via e-mail or U.S. Mail their desire to purchase a vendor table for a specific meeting date. This request needs to be submitted to the Programs Chairperson at least 30 days in advance of the meeting the vendor wishes to participate in.

Vendors are permitted to participate in the Vendor Table program only 2 times in a calendar year.

Vendors can only purchase one (1) table per meeting

Vendors are only permitted to have 2 representatives at the table at a time.

Vendors are not permitted to place brochures, flyers, or other printed materials on the tables where members are sitting for the meeting. None of these materials are permitted to be posted on walls or on the registration tables.

Vendors are not permitted to conduct sales pitches, discuss products or services to any member away from the vendor table unless the member initiates that conversation.

Vendors need to turn off any display equipment that may have flashing lights, sounders or any other devices that may interrupt or disturb the members and the speaker during the meeting.

Vendors may begin their sales efforts at the vendor table after the formal meeting presentations are over.

Vendors understand that ASIS International and the NCC do not and will not sponsor, endorse or otherwise promote the vendor's product or service. This program is designed as a service to our members to educate them about various security products and services available.

Costs:

\$200.00 per meeting, includes a 6 foot skirted banquet table and 1 meal @ \$35.00. Payment is expected in advance of the meeting, and is non-refundable. For Special events, (i.e Security Appreciation Day, cost is \$210.00 and it covers the \$45.00 luncheon fee)

Special needs: Power cords or any other services associated with the table will need to be discussed with the hotel staff. Any additional costs for those services will be the responsibility of the vendor.

I am an authorized representative of _____ and I agree to all the terms outlined in this agreement. I understand that should I or any of our representatives attending the meetings do not adhere to the guidelines expressed herein, we will be asked to leave the meeting immediately and not permitted to participate in this program in the future.

Signed: _____ Date: _____

Received by: _____ Date: _____

NCC Programs Chairperson