

WORLD MILLWORK ALLIANCE

Suitcasing Policy Statement

World Millwork Alliance (Show Management) takes every measure in preparing and planning for its upcoming WMA 53RD Annual Convention & Tradeshow and is doing its best to help your company have a successful show. WMA Leadership and Event Program Committee has mandated increased measures to protect exhibitors from suitcasing at the Convention & Tradeshow.

DEFINITION OF SUITCASING

Any activity designed to solicit or sell products or services to delegates attending a World Millwork Alliance (WMA) meeting, conference, convention and tradeshow in ways that violate the rules of the event or exhibition.

SHOWCASE POLICY/NO SUITCASING

Please note that while all meeting attendees are invited to the tradeshow, any attendee who is observed to be soliciting business in the aisles, in another company's booth, or in violation of any portion of the Exhibition Policy, will be asked to leave immediately. Additional penalties may be applied. Please report any violations you may observe to WMA. WMA recognizes that suitcasing may also take the form of commercial activity conducted from a hotel guest room or hospitality suite.

WHAT SHOW MANAGEMENT WILL DO

The Suitcasing Prevention Committee (SPC)

WMA staff and the Suitcasing Prevention Committee (SPC) will be in place from the start of the Convention to the conclusion of the Convention. This committee will respond to all complaints regarding suitcasing. The committee will be knowledgeable about what to look for and the appropriate factors to determine if there is an issue. The SPC will be comprised of WMA designated staff.

The Suitcasing Prevention Committee will have the following responsibilities:

- Review complaints concerning suitcasing.
- Review each complaint off the exhibit hall floor and take appropriate action, including removal from the exhibit hall floor.
- Levy penalties for violations, up to and including, suspension from participation in future Conventions.

WHAT CAN YOU DO

If you have a pending dispute regarding suitcasing at the Convention, then you should consider the following:

Prior to the Show: If you feel there is a reasonable risk of a problem involving suitcasing, notify WMA prior to arrival.

Onsite: If you suspect another company of suitcasing – report this to WMA, who will contact a member from the Suitcasing Prevention Committee to come to your booth immediately.

Suitcasing Prevention Committee Action: The Committee will take one of the following actions:

Upon receipt of a complaint from an exhibitor, the Suitcasing Prevention Committee will review the complaint with the exhibitor. The Suitcasing Prevention Committee will confer with others as needed to investigate the complaint and determine what action may be taken, including meeting with the company that is accused of suitcasing.

This will include:

- Prohibit an attendee violating the suitcasing policy from show attendance; or
- If deemed advisable, the WMA Suitcasing Prevention Committee will attempt to bring the accuser and alleged violating party together in a meeting in the Show Management office in an attempt to resolve the matter; or
- Take no action if it is determined there is no action necessary.

If the Suitcasing Prevention Committee determines that a complaint is valid but the violator will not attend such a meeting nor leave the exhibit hall floor, then that party/company will be prohibited from exhibiting or attending in the following two (2) Conventions.

CONVENTION AND TRADESHOW RULES

Exhibition Policy must be observed at all times. Violation of the Exhibition Policy could result in any or all of the following actions at the discretion of WMA and the Suitcasing Prevention Committee:

- Closure of your booth.
- Loss of five (5) years seniority.
- Exclusion from future Conventions & Tradeshows.

Specific rules that apply to any party in a dispute situation are:

- Do not enter or loiter around the booth of the other party.
- Do not harass or antagonize the other party.
- Do not remove anything from any exhibitor's booth.
- Do not register or give a badge to anyone not qualified to be at the Convention.

WMA Suitcasing Prevention Committee's objective is to do everything legally possible to protect exhibitors from suitcasing.