

## **PTDA Canadian Conference DM-IDEX Policies**

Approved by Executive Committee January 30, 2017  
Affirmed by Board of Directors March 24, 2017

### **Participation**

Only PTDA member companies and qualified prospects can attend the Canadian Conference. All distributor member companies in attendance will be provided a table at DM-IDEX. All member company employees are welcome to attend the Canadian Conference but must register individually to participate in DM-IDEX.

### **Participation Deadlines**

All distributor and manufacturer members must be registered for the Canadian Conference by [date] to participate in the DM-IDEX. Distributor members registering after this date may not have the opportunity to schedule appointments with manufacturers or be included in pre-Canadian Conference mailings to manufacturers or receive appointments scheduled by manufacturers. All manufacturers registering after this date may not have the opportunity to receive appointments scheduled by distributors or schedule appointments with distributors.

### **Table Staffing**

A table will be automatically provided to each distributor company registered. All distributor companies must have at least one executive at the national decision-making level at DM-IDEX. All DM-IDEX tables must be staffed from [time] including the open (browse) time slot. Distributors will be allowed in the room at [time] for set-up.

### **Table Materials**

Distributors may display literature and laptops only. Pop-ups, backdrops, portable booths and banner stands are prohibited.

### **Sample Products**

Manufacturers may bring product samples to their appointments provided the product fits on the six-foot table and can be carried to each table. Running demos are not permitted.

### **Appointment Scheduling**

Distributors and manufacturers will have the opportunity to schedule appointments as determined by the set appointment time schedule provided. Appointments are automatically accepted once made. Distributors and manufacturers are requested to be courteous and honor the appointments made by the other party.

### **Cancellations**

The DM-IDEX table will automatically be cancelled if a distributor cancels their registration without another individual from the company being registered or without providing a registration replacement.

### **Limits to Liability**

PTDA shall not be liable to participating DM-IDEX companies for damage or loss of property through fire, theft, accident or any other cause.