

DATE: December 5, 2011  
TO: Companies Hosting Hospitality Events at PaperCon 2012  
FROM: PaperCon 2012 Organizing Committee  
RE: Hospitality Suite and Supplier Event Policies

We look forward to your sponsoring a suite or hospitality function at PaperCon 2012, April 22-25, 2012, at the Sheraton, New Orleans, Louisiana. We hope this conference will prove to be a meaningful opportunity for you and your company. The informal discussions generated in and around the suites or hospitality events are a vital part of each TAPPI event.

**Hospitality Suites:**

To ensure uniformity of treatment of all hospitality suite sponsors, the conference committee requests that you observe the "standard rules" asked of all suite holders:

- 1. If you are considering renting meeting or banquet space at the Sheraton New Orleans for separate company meetings or hosting a reception, please contact TAPPI first about your plans. TAPPI staff will then direct you to our hotel contact where you can arrange to reserve a suite or banquet room for your function. Please coordinate first with Piper James via phone at +1.770.209.7225 or via email [pjames@tappi.org](mailto:pjames@tappi.org).**

**Please review the schedule of official TAPPI activities with Piper prior to arranging extracurricular events to ensure compliance with TAPPI guidelines. A copy of the revised guidelines has been enclosed for your review.**

- 2. Only TAPPI official hospitality cards will be posted on the notice board in the TAPPI registration area. The Embassy Suites and Marriott do not permit signs in the main lobby or in guest room corridors and the Northern Kentucky Convention Center limits signs and posters as well.**
- 3. Hosted Events: All companies hosting extracurricular events must not conduct group functions which compete with the scheduled official TAPPI meetings and activities, such as the technical sessions, committee meetings, receptions, award ceremonies, group meals and trade fair or exhibit hours. Scheduled conference functions constitute all announced activities in the program book.**
- 4. Suites should close no later than midnight.**

**Supplier Events:**

We also ask your cooperation in fairness to all Conference hospitality suite holders that large scale entertainment venues be avoided. Examples include, but are not limited to, sports outings and off-property engagements.

NOTE: This does not preclude private individual meetings with clients. However, open doors to suites do indicate an invitation to all registrants.

Thank you for your cooperation and have a successful conference.

## **TAPPI Guidelines for Supplier Sponsored Functions at TAPPI Short Courses and Conferences\***

### 1.0 Intent of Policy

- 1.1 Supplier-sponsored events must be in keeping with the professional essence of a TAPPI event.

TAPPI conferences and symposia are intended to be state-of-the-art information exchanges among peers in a particular field of interest. Short courses and workshops are structured teaching events to enhance the skills or knowledge of a specific audience.

- 1.2 Suppliers may sponsor functions if the function does not conflict with official TAPPI functions and the TAPPI meeting's agenda.

- 1.3 Hospitality suites afford suppliers an opportunity to meet, educate and entertain customers at TAPPI functions. Specific guidelines have been developed to ensure responsible, uniform treatment of and operations by suppliers at TAPPI meetings follow.

### 2.0 Guidelines for Supplier Sponsored Functions

- 2.1 Open supplier functions are not permitted during official TAPPI functions. Examples of this include: technical sessions, technical committee meetings, seminar sessions, trade fairs, exhibits, breaks, receptions, banquets, breakfasts, lunches, dinners, and award ceremonies.

### 3.0 Guidelines for Hospitality Suites

- 3.1 Only TAPPI official hospitality cards will be posted on the notice board in the registration area. Signs in the main lobby, elevator areas or in the conference meeting room corridors are prohibited. Direction signs on hospitality suite floors are acceptable if agreeable to the Hotel. At the Division's discretion, hospitality notices and messages may be transmitted through the hotel's electronic system.

- 3.2 Supplier companies are to conduct their hospitality suites responsibly in a respectable and business like manner.

- 3.3 Supplier hospitality suites must be closed during TAPPI events. Suites should be closed by midnight.

- 3.4 Suppliers are permitted to conduct breakfasts and luncheons in their hospitality suites or hotel/convention center meeting rooms, as long as no conflict occurs with an official TAPPI function.

- 3.5 Supplier companies may conduct private, "closed door" business with individuals at any time. These private meetings occur when suppliers conduct business in their hospitality suites with single clients. The emphasis on "closed door" means that the supplier cannot have the hospitality suite open to all attendees when TAPPI functions are scheduled.

### 4.0 Definition, Notification and Enforcement of Guidelines

- 4.1 The division must define what meeting activities are an "official TAPPI function."

- 4.2 A copy of the "TAPPI Guidelines for Supplier Sponsored Functions at TAPPI Seminars, Short Courses, and Conferences" is to be forwarded to all suppliers who register for a TAPPI Meeting.

- 4.3 Question concerning supplier sponsored functions at TAPPI meetings should be referred to the appropriate TAPPI Staff.
- 4.4 Failure to abide by these guidelines may subject a supplier company to sanctions imposed by the sponsoring division. Sanctions a division may impose are any or all of the following:
- A. Denied participation in conference technical program/supplier showcase for up to three years;
  - B. Denied participation in conference trade fair/exhibit for up to three years;
  - C. Prohibit a hospitality suite at TAPPI conferences for a period of up to three years.
- 4.5 Sanctions decision will be made by the officers of the sponsoring division, following written notice to the supplier company of (i) the fact that sanctions are under consideration, (ii) the violation of the guidelines that allegedly occurred and (iii) the opportunity for the supplier company to submit a written statement to the officers in advance of a sanctions decision and within the time period specified in the notice. In lieu of a written statement, the officers may offer the supplier company the opportunity to participate in an informal hearing by the officers, which may be conducted by conference call.
- Any officer who is employed by a competitor or an affiliate of a competitor of the supplier company shall be disqualified from participation in the sanctions process and any decision thereon. Sanctions decisions may be appealed in writing to the TAPPI President. Appeals will not automatically delay the imposition of sanctions and may be decided, in the discretion of the appeals officer, on the basis of written submissions and/or oral presentations by a representative of the sanctioning officers and the supplier company, which oral presentations may be made by conference call.
- 4.6 The Technical Division imposing any of the above sanctions will notify in writing the sanctioned supplier company with a copy to the TAPPI President.

\* Approved by TOC (96-12-05)