

Revised 10/03/07

METRO USERS GUIDELINES FOR VENDOR PARTICIPATION

Vendors will only be allowed to participate in the general session with approval of the Metro Users Board of Directors (this would include guest speakers, not simply table/booth owners).

The cost, location and number of vendor tables/booths allowed at the annual conference will be controlled by the Metro Users Board of Directors.

The Board of Directors reserves the right to deny participation of certain vendors that may come into conflict with the partnering attitude fostered at the Metro Users meetings. **This includes but not limited to arranging social functions i.e. Golf outings, competing cocktail parties or dinners.** It is important to maintain a high level of trust and openness during the conference. Allowing direct competitors to be on-site could hinder such openness.

There may be a need to establish a maximum number of display tables/booths at the conference depending on space. If this is the case, tables/booths will be assigned in order of responses (receipt of payment).

The list of vendors will be reviewed by the Board of Directors. The Board will seek input from Goss; however, the Board will be the deciding body.

Displaying vendors can participate in all Metro Users social functions (breakfasts, lunches, and receptions). They also have the option of purchasing a maximum of (2) additional badges for \$500/each, which also allows admittance to all Metro Users social functions.

The maximum number of personnel per vendor table/booth shall be two (2).

Non-participating vendors are NOT welcome in the conference area. We expect you to honor this request.

Vendors will respect the designated break times and allow delegates to return to sessions on time. Returning late is rude and disruptive to session speakers.

DISPLAYS can only be set up on Sunday from 3:00 p.m. - 10:00 p.m. with all displays to be taken down Tuesday 7:00 p.m. Your participation for the duration is optional.

Displays, including signage, must comply with the size of the display table/booth as spelled out on the registration form.

Any additional requirements (phones, electrical needs, freight, storage and other needs including room reservations) will be made directly with the hotel and the exhibit company. Any expense incurred for these requirements will be the responsibility of the vendor.

No use of the Metro Users name is permitted.

No mailings on behalf of the Metro Users Group are permitted.

The Metro Users mailing list is the property of the Metro Users. Vendors that abuse any of these guidelines will not be granted the privilege to participate at future conferences.

These guidelines are subject to change at the sole discretion of the Metro Users Board of Directors.

Please check out the Metro Users web site for additional information about our group:
<http://www.metrousers.com>