



Vendor/Consultant Participation Guidelines



This document is meant to assist the vendor/consultant community in being active participants at the International and Area HEEP Meetings. We require all vendors/consultants that wish to participate to conform to the following guidelines:

- Vendors (software or hardware) offer a broad range of technical knowledge in new technical developments. Presentations at HEEP meetings by vendors shall reflect "state of the art" information with no promotional emphasis.
- Presentations may be made as part of the regular HEEP program by any vendors/consultants provided they have a presentation topic of general interest to the membership. The presentation is to be informative, not a forum for promotion of their hardware or software.
- Vendors are encouraged to have display booths in the designated vendor area for promotional literature and/or demonstrations. These display booths will not be open during the regularly scheduled HEEP presentations except for private showings by appointment. The location of the vendor area will be announced at the meetings. Vendors will be responsible for making their own arrangements for booths.
- Each vendor with a booth in the vendor area must have at least one person registered as an associate (full registration fee) for the conference. Other vendor representatives that do not attend conference events other than the vendor display area may be required to pay a nominal fee to be in the vendor area. Any such fee shall be set by the International President or Area Director.
- Vendors are discouraged from having private rooms or booths separate from the designated vendor area.
- The HEEP hospitality room will be off limits for vendor/consultant presentations, signs, promotional literature, and so forth.

We request that each vendor/consultant participating in the conference review the guidelines listed above and do their best to live up to the spirit of the guidelines.

Thank you for your cooperation.

HEEP International Officers