

PTDA Canadian Conference DM-IDEX Policies



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.

PARTICIPATION DEADLINES: All distributor and manufacturer members must be registered for the Canadian Conference by May 4, 2020, 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 by distributors or schedule appointments with distributors.

TABLE STAFFING: A table will be 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 1:00-5:00 p.m. except for the designated break time. Distributors will be allowed in the room at 12:30 p.m. 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 6-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.

PRIVATE MEETINGS: PTDA reminds all members that hosting organized group business meetings or luncheons, hospitality suites, private events or other social events (either on-site or off-site) are not permitted during officially-scheduled PTDA functions. Please see attached Schedule of Events. The open time during DM-IDEX is not considered optional time to be used for private meetings outside of the DM-IDEX table.

No PTDA functions have been scheduled after 7:00 p.m. on the evening of June 4 to allow for private events; transportation to off-site events may begin after 7:00 p.m.

CANADIAN CONFERENCE SPONSORSHIPS

Looking to expand your visibility at the Canadian Conference? Sponsorship opportunities are available ranging from \$250 - \$3,000. See sponsorship details for more information and reserve your sponsorships by May 8, 2020.

QUESTIONS? Contact Karla Zander at +1.312.300.4640 or kzander@ptda.org.