

**FLORIDA SCHOOL PLANT MANAGEMENT ASSOCIATION, INC  
EXHIBITOR CONVENTION CONDUCT RULES AND  
INDUSTRIAL MEMBER CHAIRMAN ELECTION AND DUTIES**

**I. GENERAL**

An industrial membership category has been established for the following purposes.

1. To provide maintenance product vendors, dealers and manufacturers an opportunity to display their wares.
2. To demonstrate and describe their services.
3. To provide FSPMA members with technical and pertinent information.
4. To provide school plant management personnel with a basis for the most efficient educational facility maintenance, operation, safety and energy program.

**II. INDUSTRIAL MEMBERSHIP**

Any firm or individual licensed to do business in the State of Florida and offering goods or services to all or any part of the State of Florida's school system is eligible to apply for Industrial Membership in Florida School Plant Management Association.

Qualifications for industrial membership are subject to change from time to time at the discretion of the Board of Directors.

Application is to be made to Association Board of Directors. Acceptance of industrial membership or denial of industrial membership will be for cause and at the sole discretion of the Association Board of Directors.

Industrial Membership is from year to year and is subject to non-renewal or to cancellation with notice for any industrial member or members who violate exhibitor conduct rules or otherwise engage in conduct detrimental to the Association.

Each participating industrial member and exhibitor acknowledges the activity of the Association's annual convention is to provide for educational functions for its membership and conduct the annual Association's business.

Attendance and exhibits during the convention is as outlined by the Association Board of Directors.

### **III. EXHIBITORS AND ANNUAL CONVENTION/EXHIBITION**

The following rules of conduct outline limits of exhibitors' activities to eliminate any and all possible conflicts in any way with the Association official functions. Additionally, limits are placed on exhibitors' activities to maintain reasonable costs levels and to provide reasonable equality of opportunity to favorably present exhibitors goods and services.

1. Industrial membership is a pre-requisite to Convention attendance, exhibit or any other Association function.
2. Exhibitors may not offer their goods and services to association members during any educational or member business activity other than periods of time set aside for that purpose on convention agenda. Rules apply both at booths and at convention hotel/motel environment.
3. Exhibitors agree to hold Association harmless for damages, real or asserted, for all exhibit activities.
4. Exhibitors understand and agree that hospitality suites and similar on-site promotional and customer related activity is to be excluded by exhibitors in favor of the exhibits themselves and scheduled industrial member functions and the like.

NOTE: This rule is an expression of attending industrial member pre-exhibit meeting.

The intent of this particular conduct rule is not to prohibit or discourage personal contact nor personal entertainment by the exhibitor to the extent he judges practical.

5. Exhibitors may not sell products nor offer to sell products direct from their booths. This rule is not intended to prohibit taking orders for delivery to location other than convention site.
6. Exhibit set-up and breakdown time schedule and conditions will be developed and announced for each convention. Exhibitors will be expected to respect specified scheduled conditions to the complete exclusion of any interference with or detrimental effect to convention activities.

### **IV. INDUSTRIAL MEMBER CHAIRMAN AND ALTERNATE CHAIRMAN**

Specific duties and responsibilities of Industrial Chairman and Alternate Chairman include:

- A. Coordination of exhibitors preparation activities.

- B. Assist exhibitors in solving problems that may arise.
- C. Arrange for industrial member-sponsored functions.
- D. Represent the industrial members in such matters as may come before the Board of Directors or from other sources and serve as liaison to said Board.
- E. Attend all Board of Directors' meetings. (Industrial Chairman/Alternate may express opinions, but shall not vote in Board of Director's meetings).
- F. Monitor exhibitor activity and report an infraction(s) to the Board of Directors.

Alternate Industrial Chairman is to assist Industrial Chairman in performance of his or her duties and to substitute for Industrial Chairman in any absences. Alternate may, but not necessarily, become eligible to be Industrial Chairman upon the Industrial Chairman's position becoming vacant, or upon the expiration of Industrial Chairman's term of office.

Industrial Chairman and Industrial Alternate Chairman are to be elected annually at industrial meeting to be held within 24 hour period prior to the official opening of the exhibit. Nominations may be submitted in writing to the industrial chairman at least five days prior to the annual meeting. These written nominations should include qualifications statement of willingness to serve, acceptance of conditions and responsibilities and if applicable permission from supervisor.

To be eligible, candidates must be an active current exhibitor, full-time employee of an exhibitor, or a fully authorized representative of an exhibitor. The candidate for Industrial Chairman and Alternate Chairman must be active members and have exhibited with the Florida Plant Management Association for a minimum of three (3) years. Candidate must acknowledge, agree to accept, and perform all duties and responsibilities described herein. Candidates shall be knowledgeable of the By-laws of the Florida School Plant Management Association, Incorporated. Candidates shall also acknowledge that he or she will serve without pay and will be prepared to bear all personal travel and other expenses related to the position.

Nominations will also be made from the floor at the industrial business meeting.

Elected industrial chairman and alternate chairman will serve at the sole pleasure of the FSPMA Board of Directors after being confirmed by the Board. Should a vacancy occur, the FSPMA president will appoint an industrial representative to complete the term.

Revised: October 30, 1997