



## 2022 Road Shows – General Information, Contract, and Code of Conduct

### **Dates & Venues**

Tuesday, August 8 Avon Acres, 4361 Summer Ave, Memphis, TN 38122\*  
 Wednesday, August 9 The Fairgrounds Nashville, 625 Smith Ave, Nashville, TN 37203\*  
 Thursday, August 10 Rothchild's Catering & Conference Center, 8807 Kingston Pike, Knoxville, TN 37923\*

*\*Venues subject to change. PPAMS notify exhibitors and attendees of any changes to venues as soon as possible.*

### **Show Times & Setup for all locations**

7:00am – 10:00am Exhibitor Setup  
 10:00am – 2:00pm Show Hours

*\*Show Times & Setup times are subject to change. PPAMS will notify exhibitors and attendees of any changes to the schedule as soon as possible*

### **Booth Information & Costs**

The PPAMS Road Shows are “table top” shows. End-Users are allowed at all three shows. Each exhibitor will have an 8’ table with cloth. Some electricity is available, please specify on your booth contract if you need electricity (\$75 charge per location). Please specify on your contract if you need space for a table, a rack or both. For example, if you purchase both a table and rack space you will have 16 feet of space with one table. If you only purchase one rack space, you will have 8 feet of space with no table. You must be a member of PPAMS to exhibit at this show. Initially exhibit spaces are \$550 if you selected one show, \$600 if you selected two shows, \$650 if you selected all three shows. Additional tables can be purchased for \$100 per table per location, and additional blank “rack” spaces are \$85 per space per location.

### **Distributor Attendance**

The PPAMS RoadShow is an informal setting and with your help will attract a large number of distributors. PPAMS and it's board of directors advertise the show to the widest distributor and exhibitor audience accessible to us. PPAMS distributor members can attend the shows for free and their guests can attend for a nominal charge. Non-member distributors can purchase a guest pass for the show. We encourage all exhibitors to contact their customers in these areas about the show. We are happy to provide you with information and limited marketing materials that can be emailed to your customers.

**Total attendance in 2022 was 395:** (55)Memphis, (304) Nashville, and (36) Chattanooga.

### **Shipping & Freight Service**

Freight service is available between shows. We will receive your shipment (up to 7 standard boxes to include standard display case) at \$250.00 per shipment. We will transport shipments from the warehouse too all exhibit locations and place it in your booth by 8am the day of the show. Shipments must be received by 3:00pm on Friday, August 5, 2022. Additional boxes are \$25 per each 2 additional boxes. **Please note – boxes shipped directly to the show facilities may incur charges.**

### **Hotels**

Please visit PPAMS Road Show Website for booking links, and up-to-date information regarding show hotels.

### **Contact**

PPAMS, 615-465-8109 *phone* or email rocky@ppams.com *email*

## **Regulations**

Upon acceptance, the regulations printed here become terms and conditions of the contract. Please read these regulations with care; if you have any questions about them, contact the Promotional Products Association of the Mid-South (PPAMS). Registration for this event in any form constitutes acceptance of these regulations.

## ***Covid-19 Action Plan***

PPAMS will abide by any local, state, federal, or venue-imposed restrictions, regulations, mandates, or laws.

## ***Space Variations***

The show floor, table size, and space descriptions are as accurate as possible, but changes and modifications are sometimes necessary; when space change or modification occurs, exhibitors will receive equitable adjustments as determined by show management.

## ***Cancellation by PPAMS***

In the event the show is canceled for reasons beyond control of show management, money advanced by the exhibitor will be refunded in full. In such cases, show management shall be free from any claim for damages which exhibitor alleges to have suffered as the result of such cancellation.

## ***Exhibit Space Cancellation Policy***

Cancellations must be received in writing by email, or mail on or before July 1, 2023. Exhibit space is nonrefundable. Exhibitors have until July 1, 2023 to cancel and receive a refund. Cancellations after July 1, 2023 will incur a 20% administrative fee, and will receive a PPAMS credit for the remainder. PPAMS credit can be used for future PPAMS show registrations, PPAMS membership renewals, or PPAMS event tickets/registrations.

## ***Payment***

All exhibit space must be paid on or before July 1, 2023, and any unpaid invoices for exhibit space are subject to cancellation after the payment deadline. Open invoices that contain a special or early rate are subject to a rate increase if the invoice is not paid by the rate's deadline. PPAMS accepts all major credit cards or payment (check, money order, or cashier's check) by mail: PPAMS, PO Box 290961, Nashville, TN 37229

## ***Installation and Dismantling***

Set up times and tear down times will be provided by show management at least 30 days prior to the show. Exhibitors must staff exhibit for the entire show period. Goods and materials used in any exhibit (except bona fide samples) shall not be removed from the exhibit area until the show has officially been closed. Any exception to this rule must be pre-approved by the PPAMS Board of Directors. .

## ***Liability and Insurance***

Neither PPAMS, the service contractor, the show venues, nor any officers and/or staff members of the above will be responsible for loss or damage to property of exhibitors from thefts, strikes, damage by fire, water, storm, vandalism or other causes, but they will take all reasonable precautions to protect the exhibitors from such loss or damage. Exhibitors assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damages to displays, equipment, and other property and shall indemnify, defend, and hold harmless the PPAMS, the service contractors and any officers and/or staff members of the above, the show venues, their owners, affiliated companies, agents, servants, and employees from any and all such losses, damages and claims. None of the above shall provide insurance coverage for loss or damage from such causes, and it is thus expected that exhibitors will provide their own floater insurance coverage as needed.

## ***Fire Protection***

All decorations must be flame-proofed, and all hangings must clear the floor. Electrical wiring must conform to National Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise creates a fire hazard, the right is reserved to demand removal of all or such part of his/her exhibit as may be nonconforming or hazardous.

The exhibitor is charged with knowledge of all local laws, ordinances, and regulations pertaining to health, fire prevention, and public safety while participating in this show. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. Ceilings over exhibits are not permitted if the exhibit is below a building sprinkler device. Any exhibits which propose to incorporate a ceiling or cover must be submitted to management, for prior approval by fire prevention authorities.

### ***Restrictions in Operations of Exhibits***

Exhibitors may not alter the location of exhibits or of booths without the written consent of show management.

Exhibitors may neither share nor sublet their space nor any part thereof.

Non-exhibiting suppliers, supplier representatives, and multiline representatives are not allowed on the show floor at any time.

PPAMS reserves the right to restrict or relocate at the exhibitor's expense any exhibits that become objectionable because of noise, method of operation, materials, traffic congestion, or any other reason.

Exhibit demonstrations must be confined within the bounds of their respective booths. Aisle space may not be used to distribute promotional material. Companies planning to sell must comply with all Association, state, and local sales permit requirements.

Distribution of circulars or promotional material may be made only within the space assigned to the exhibitor presenting such material.

Exhibits which involve any noise-producing equipment sufficiently loud that it may reasonably disturb adjacent exhibitors must give advance notice to management when contract is initially submitted, regarding this possibility; in such cases,

management will endeavor to provide special arrangements and/or locations to accommodate the problem, but management shall not be bound to any contract in which the said noise problem cannot be so controlled or abated. Amplified sound/noise level shall comply with the rules and regulations of the show venue.

### ***Aesthetics***

Management reserves the right to prohibit and/or evict exhibitors whose presentation is in any manner deemed by management as offensive to conference attendees, by reason of bad taste, questionable morals, or controversial content. In the event of such prohibition or eviction, management shall not be liable to the exhibitor for refunds of exhibit fees.

### ***Indemnification***

Exhibitor shall be liable to owners of the conference facilities for all damage caused by exhibitor and shall hold harmless and indemnify management for any damage charged to management by owners.

### ***Food Sampling***

While it is realized that some exhibitors find food sampling to be an effective means of creating interest in their products, the proposed distribution of food samples must not be carried to extremes so as to result in unsightly and annoying conditions to other exhibitors. Those exhibitors who distribute samples must adhere to facility food sampling guidelines and confine their distribution within the limits of their designated space. Ample facilities must be provided by each exhibitor within the confines of his/her own designated area for the collection of refuse. Waste containers must not be placed in aisles.

### ***Video Projection***

Projection machines are limited to sales demonstrations only and shall not be used for showings designed primarily to amuse visitors. All projection must be in accordance with the requirements of local fire prevention authorities, and in harmony with any agreements entered into between management, owners of the convention facilities, and labor unions. All plans for installation and operation of projection equipment must be approved by management before the conference and identified when contract is initially submitted.

### ***Unusual Displays***

Whenever an exhibitor plans to utilize or construct displays that will be unusual, outsized, or designed in a manner which will require special hookup, installation, or other advance technical assistance, such proposed plans must be submitted to show management at the earliest practicable time after this contract is executed, in no case less than ninety days before the trade show. Both management and owners of the exhibit hall may deny such proposals; in any event, approval thereof may be obtained only by such advance submission, which shall be promptly considered and decided by management and where necessary, owners.

### ***Definitions***

As used herein, the following definitions apply: (1) "exhibitor" means that person, company, organization, or other entity that contracts to use one or more exhibit areas, upon the front side of this document; (2) "management" means PPAMS; (3) "owner" means that person, company, municipality, or other entity or any combination thereof, that bears the ultimate legal responsibility by virtue of leasehold or otherwise, for operation of the conference hall, whether or not the same is legal owner thereof; (4) The Official Decorator of the show is the coordinator of special or unusual types of exhibits.

### ***Sales***

Exhibitors may not sell directly from their area. Any exchange of funds between the attendee and exhibitor and distributor that would be subject to Tennessee Sales Tax is not allowed on the show floor.

These regulations are considered terms and conditions of the contract agreed to by the exhibitor at the time the contract is signed.



## CODE OF CONDUCT FOR PPAMS SPONSORED SHOWS

PPAMS Policy #011

**Purpose:** Exhibitors and attendees shall observe and abide by reasonable regulations as set forth by PPAMS, for efficient, safe and courteous operation of the Show.

1. Exhibitors may not congregate or do business in the aisles.
2. No exhibitor or distributor may conduct himself or herself in a manner offensive to decency or good taste.
3. Exhibitors will not solicit distributors from other booths while business is being conducted between booth supplier and distributor.
4. Exhibitors will not hand out business cards or any literature to any end user with company information that could be followed back to the company/exhibitor. All business, including leads and sample requests, will be conducted through each client's distributor respectively.
5. Exhibitors and distributors may not do anything detrimental to the success of the show or interfere with the business goals of any of the attendees.
6. Non-exhibiting suppliers may not solicit business on the show floor.
7. At an end-user show, exhibitors may not display anything in their booth that includes net pricing information. All pricing must be coded or retail.
8. Exhibitors should be respectful of the relationship between the end-user and their distributor. Under no circumstance can exhibitors suggest an alternative distributor rep or business.

Any and all matters not specifically covered by the above shall be subject solely to the judgment of the PPAMS Board of Directors.

**Violation of rules and regulations:** If a violation is deemed significant it may be reported to the board in a written statement. Upon further review from the board at the next board session, a decision will be made as to what actions would be necessary. Anyone who violates any of these rules and regulations is subject to a letter from the board with full details of the infringement. A period of 10 days will be given for a written response from the violator with a full explanation of the actions reported. At this time, the board will determine the severity of the infringement and take necessary steps to ensure negative actions are not taken again. Violators may be subject to forfeiture of space for future shows and/or monetary fine assessments.

When joining the association, all PPAMS members agree to conduct their business in a professional manner and follow the guidelines as stated above and conform to all PPAMS Bylaws, regulations, and policies.

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## 2021 ROAD SHOW SPONSORSHIP OPPORTUNITIES

### **Eblast Sponsor**

\$100 per eblast before the show

\$250 per eblast during the show

*Your banner ad will appear on one (or more) of our eblasts sent regarding the show. Eblasts sent before the show go to approximately 2,300 individuals in our database. The eblasts sent during the show go to individuals who have registered to attend the show. Emails before the show have an average open rate of 39% while emails during the show have an open rate of close to 70%.*

### **Beverage Break Sponsor**

\$500 per location

*Your sponsorship will allow us to serve complimentary beverages to attendees during the show, and since the break will be placed next to your booth, it will help drive traffic. Beverage Break Sponsors will enjoy the following benefits:*

- Your company logo will appear on all signage for the break.
- Attendees will be reminded of the break and your sponsorship in pre-event emails.
- One full page ad in the online show directory.

### **Registration Sponsor**

\$1,000

*Your banner ad will appear on the screen when all distributors and end-buyers register for the show. It will also be included in the email confirmation they receive after they register. As the Registration Sponsor, you'll be eligible for these perks:*

- Opportunity to have an insert in each attendee name badge.
- Exclusive banner ad on the registration website.
- A 12 month banner ad on our website.
- One full page ad in the online show directory. (Preferred placement, distributed to distributors only)
- Your company name and logo will appear on sponsor and registration signage at the show.

**To take advantage of these sponsorship opportunities,  
contact Mark Farrar at 615-465-8109 or [mark@ppams.com](mailto:mark@ppams.com)**