

Insert Show Logo/Information

Show Name
Show Venue • Show Date • Show Location

NOTIFICATION OF SUITCASING DISPUTE

(To be prepared onsite by Show Management and furnished to alleged suitcasing violator.)

It has been determined that you and/or your company may be in violation of the Show Suitcasing Policy. [Insert Company/Organization (Show Management)] asks that you leave the Show floor immediately.

SHOWCASE POLICY/NO SUITCASING

Please note that while all meeting attendees are invited to the showcase, any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of the Exhibition Policy, will be asked to leave immediately. Additional penalties may be applied. Please report any violations you may observe to Show Management. Show Management recognizes that suitcasing may also take the form of commercial activity conducted from a hotel guest room or hospitality suite; a restaurant, club, or any other public place of assembly. For the purposes of this policy, suitcasing violations may occur at venues other than the exhibition floor and at other events. Show Management must be informed of any hospitality suites, and expressed consent must be received prior to the event.

I have read and understand this notification.

Company Name _____

Booth# (if applicable) _____

Name _____

Title _____

Signature _____ Date _____

SHOW MANAGEMENT USE ONLY

_____ Compliance – Violator left Show floor and discontinued suitcasing

_____ Non-Compliance – Violator refused to leave Show floor or discontinue suitcasing

Date _____ Time _____

Date _____ Time _____

Date _____ Time _____