

Insert Show Logo/Information

Show Name
Show Venue • Show Date • Show Location

Record of Alleged Suitcasing Violations

It is important that Show Management maintain a detailed summary of all suitcasing abuse, instances/allegations and subsequent action(s) taken. The summary should include reference to:

- Party Asserting Violation
- Party Accused of Violation
- Issue
- Action Taken

Sample Record:

Prepared for SHOW NAME
DATE

Party Asserting Violation	Party Accused of Violation	Issue	Action Taken
ABC, Inc. (booth 456)	XYZ, Inc. (booth 567)	Suitcasing in Aisles	John Smith from ABC, Inc. contacted Show Management regarding possible violation, Show Management investigated and found violation of policy; Notification given to XYZ, Inc.; Remanded to booth
123 Company	Jane Jones	Non-exhibiting attendee suitcasing in convention center lobby	123 Company reported that Jane Jones was distributing sales material outside Show Floor; Jane Jones was notified of violation and removed from convention center