



## **International Association of Exhibitions and Events Guidelines for Participation at Events**

*Adopted: 18 May 2018*

### **PURPOSE**

The International Association of Exhibitions and Events (IAEE) is a diverse and inclusive organization and is committed to creating safe and positive experiences for all participants. Guidelines for Participation at Events have been developed to ensure positive participation for all.

- “Events” in these guidelines include exhibitions, events, meetings, conferences, networking events, learning experiences and any other activity organized or held in the name of IAEE.
- “Participant” in these guidelines refers to anyone present at the IAEE event, including staff, members, contractors, vendors, exhibitors, venue staff, and all other attendees (guests).

### **GUIDELINES FOR PARTICIPATION**

All participants at IAEE events are expected to abide by these Guidelines for Participation in all venues at which the events are held, including ancillary events and official and unofficial social gatherings.

#### ***Expectations***

*Participants will:*

- Exercise consideration and respect in your speech and actions.
- Refrain from demeaning, discriminatory or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants – if you see something, say something.
- Alert event management if you notice a dangerous situation, someone in distress or violations of these guidelines, even if they seem inconsequential.
- Observe all IAEE registration, credentialing and admission rules and will not provide false or misleading information.
- Conduct themselves with the highest standards of professionalism and will not act in such a way as to bring dishonor or disrepute to IAEE, themselves or others.
- Be courteous and respectful to allow the free flow of traffic and conversation at other participant’s exhibition spaces.
- Use acceptable, non-sexualized images or graphics in presentations, booths and clothing. These items, when over-sexualized, may negatively impact the experience for participants.

Unacceptable behavior from any participant at an IAEE event will not be tolerated. If a participant engages in identified unacceptable behavior, the staff person managing the event may take any action they deem appropriate, including removing said individual from the event without refund or to prohibit the individual from attendance at future IAEE events.