



ACCIS Vendor Guidelines

ACCIS welcomes vendor participation at our spring and fall conferences, and our members value the opportunity to learn and engage about technology advances and common issues with our vendor community. There are three ways for vendors to participate in ACCIS conferences - General Conference attendee, Vendor Fair patron or invited Speaker.

This document is designed to communicate the expectations of vendors who choose to participate in our conferences.

General Conference

Vendors can register for the general conference as individual Vendor Attendees. The registration fee includes admittance for one person to all sessions, except the Board and Business meetings, and all ACCIS hosted meals. ACCIS does reserve the right to declare sessions where no vendors are allowed.

The purpose for allowing vendors to attend our conference is for better awareness of issues that are facing ACCIS members and an opportunity to better understand advances in vendor products and services. Because the focus is on collaboration and engagement, aggressive marketing tactics during the conference are not appreciated by members.

Vendor Fair

ACCIS can choose to have a Vendor Fair as part of a general conference. Participation in a Vendor Fair is by invitation by the ACCIS Board. The Vendor Fair fee includes one table for the duration of the vendor fair, an introduction at the beginning of the conference, and entry to conference sessions and all ACCIS hosted meals for one person. If additional vendor staff are needed for the table, they must register as an additional attendee for the conference.

The intent for the Vendor Fair is for ACCIS members to explore new products and services they are interested in or to learn about new capabilities for products or services they are already using. Members come from all over Washington State and some may not have easy access to vendor sales representatives in their area. Vendors also have an opportunity to explore what customers or potential customers may be looking for.

Speakers

Vendor Fair registration does not automatically result in a speaking slot in the conference agenda. There are two opportunities where vendors may be invited to speak.

Pre-Conference: Occasionally, ACCIS will host a pre-conference meeting held the morning of the first day of a conference. Vendor speakers are selected by the Board and invited by the Vice President to present on topics reflecting the common needs or problems facing our members. Vendors who are making presentations at a pre-conference are required to pay a speakers fee. All pre-conference presentations are subject to review by the ACCIS Board to ensure content aligns with members' interests.

General Conference: Vendor speakers may be selected by the ACCIS Vice-President to present at topic during the conference that aligns with the conference theme. Focus must be applicable to most members'

interests (e.g., technical solutions, explanation of a new technology, best practice approach, etc.) with minimal marketing and sales content.

ACCIS Vendor Expectations

By registering as a Vendor in an ACCIS conference, I agree to the following:

- I will not use aggressive sales and marketing techniques, such as pressuring for contact info or acquiring an attendee list for the purpose of spamming or cold calling members who may not have an interest in my company.
- I will limit my sales and marketing activity to the Vendor Fair area. Members value the non-conference sessions, such as meals and other events, as great opportunities for getting to know other attendees better in a relaxed environment.
- I will not share ACCIS contact info acquired during a conference with other organizations.
- I will use an ACCIS conference as an opportunity to better understand the needs of ACCIS members so I can influence the products, services and solution my company offers to better meet those needs.
- I understand that egregious violations of the expectations above may result in being asked to leave the conference and banning from future conferences.