

# AMCA Suitcasing Policy

## Purpose

The **American Mosquito Control Association (AMCA)** is committed to fostering a professional and ethical business environment at its annual conference. This policy defines and regulates “**suitcasing**” to protect the integrity of the event, ensure fairness among exhibitors, and maintain the value of sponsorship and exhibition opportunities.

## Definition of Suitcasing

“**Suitcasing**” refers to the practice of non-exhibiting vendors, individuals, or companies soliciting business or promoting products and services at the AMCA Annual Conference without officially participating as exhibitors or sponsors. Suitcasing activities may include, but are not limited to:

- Conducting sales, marketing, or product promotion in public spaces, such as lobbies, hotel common areas, or networking events.
- Holding unofficial meetings or demonstrations in hotel rooms, restaurants, or other offsite venues to circumvent official exhibiting fees.
- Distributing promotional materials, brochures, or other sales collateral outside of an exhibit booth.
- Engaging with attendees in a manner that undermines the investment of official exhibitors and sponsors.

## Who is Covered by this Policy?

This policy applies to all **vendors, attendees, sponsors, and exhibitors** participating in the AMCA Annual Conference. It is designed to ensure a fair and ethical business environment for all registered exhibitors who have paid for the right to market their products and services at the event.

## Enforcement & Consequences

AMCA takes suitcasing violations seriously. The following measures will be enforced to ensure compliance:

1. **Warning & Cease of Activity** – Individuals engaged in suitcasing will be given an official warning and asked to stop all unauthorized promotional activities immediately.

2. **Removal from the Event** – If the individual or company continues to violate this policy after a warning, they may be asked to leave the conference without a refund.
3. **Denial of Future Participation** – Companies or individuals found engaging in repeated suitcasing violations may be prohibited from attending or exhibiting at future AMCA events.
4. **Financial Penalties** – In extreme cases, AMCA reserves the right to issue fines or charge the non-exhibiting vendor the equivalent of the lowest exhibitor fee.

## **Reporting Suitcasing Violations**

AMCA encourages all exhibitors and attendees to report suspected suitcasing violations. Reports may be submitted to AMCA event staff or organizers. Complaints should include:

- Name of the individual or company involved
- Description of the activity observed
- Location and time of the incident
- Supporting evidence, if available

## **Conclusion**

AMCA values the contributions of its exhibitors and sponsors and is committed to maintaining a **level playing field** for all participants. This **Suitcasing Policy** ensures that only **registered exhibitors and sponsors** have access to marketing and sales opportunities at the AMCA Annual Conference.

By attending the event, all vendors and attendees agree to abide by this policy. AMCA appreciates your cooperation in upholding the integrity of our conference.