

## SECTION 5 CHAPTER MEETINGS

### 5.8 Chapter Programs

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**Appendix 5E** provides ideas for a variety of chapter meeting programs and **Appendix 5F** outlines guidelines for chapter-sponsored educational programs.

Many attendees request documentation of attendance at chapter professional development events; a sample certificate of attendance is provided in **Appendix 5G**.

Information specific to Product Shows and Equipment Expositions is provided below.

##### A. Product Shows

Some chapters use a “product show” at one or more chapter meetings as a way to encourage attendance and to find sponsors for the pre-dinner refreshments or the meals. When conducting a product show at a regular monthly meeting, the following guidelines shall be followed:

- A maximum of three displays per meeting, with a 4' x 8' table for display.
- No restrictions on the number of products.
- The display and/or presentation cannot interfere with the technical or business session.
- No time shall be provided on the program for product discussion.
- A disclaimer will be posted adjacent to the display area and listed in any

published announcements.

- Product Show presenters shall not address the membership at the business meeting.

##### B. Equipment Expositions

Chapters are allowed to sponsor, co-sponsor, conduct, manage or operate equipment exhibits or expositions of products, equipment and systems, subject to the following restrictions:

- Chapters may only sponsor, co-sponsor, conduct, manage or operate exhibits or expositions confined to the immediate community of the chapter and conducted for strictly scientific, educational and non-commercial use.
- Chapters may not sponsor, co-sponsor, conduct, manage or operate exhibits or expositions during any meeting sponsored by Society.
- Expo participants may not address the membership at business meeting.
- Chapters *\*must\** ensure that the chapter name is always used in any publications or marketing promotions for the exposition they are sponsoring or co-sponsoring. *If the ASHRAE logo is used without the chapter name, then it appears that Society is sponsoring the exposition, which is a violation of Society’s exposition policy.*
- The net display area will not exceed 10,000 square feet (929 square meters);

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- Individual display areas will not exceed 100 square feet (9.29 square meters);
- No organization will have more than two (2) display areas;
- One (1) display area will be dedicated to promoting Society publications and membership;
- A technical seminar of at least three (3) hours will be held in conjunction with this event;
- A disclaimer, which is provided on page 2 of **Appendix 5H**, should be posted adjacent to the display area and listed in the published material. A signed copy of this disclaimer will be sent to the Director of Member Services at ASHRAE Headquarters; and
- A notice of intent to hold an exposition, which is provided on page 1 of **Appendix 5H**, must be sent to the Director and Regional Chair (DRC) and to the Director of Member Services prior to the exposition.
- The following statement should be visible during the chapter-sponsored equipment exposition:

The \_\_\_\_\_ Chapter does not act for Society. The sponsor/co-sponsor of this event is the \_\_\_\_\_ Chapter.

**Appendix 5H: Chapter Equipment Expositions**

**NOTICE OF INTENT TO HOLD CHAPTER EQUIPMENT EXPOSITIONS**

NAME: \_\_\_\_\_

CHAPTER NAME: \_\_\_\_\_

NET DISPLAY AREA: \_\_\_\_\_

NUMBER OF DISPLAYS: \_\_\_\_\_

NUMBER OF COMPANIES SPONSORING DISPLAYS: \_\_\_\_\_

TECHNICAL SESSIONS: \_\_\_\_\_

TITLE: \_\_\_\_\_

LENGTH OF SESSIONS: \_\_\_\_\_

CHAPTER PRESIDENT'S NAME: \_\_\_\_\_

REGIONAL CHAIR'S NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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DATE: \_\_\_\_\_

*Please date, sign and return a copy to the Director of Member Services at ASHRAE Headquarters.*

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**DISCLAIMER**

It is not the intent of this chapter to diminish in any way the annual exposition cosponsored by ASHRAE and ARI.

The following statement should be visible during the chapter-sponsored equipment exposition:

The \_\_\_\_\_ Chapter does not act for Society. The sponsor/co-sponsor of this event is the \_\_\_\_\_ Chapter. (01-10-06-60)

The sponsoring chapter does not and will not endorse any of the products or services displayed.

**Chapter Clause Agreement**

This agreement is between \_\_\_\_\_ (“Vendor”) and XYZ Chapter/Region of ASHRAE, an independent entity separate from ASHRAE, Inc. Vendor understands and agrees that neither XYZ Chapter/Region nor its representatives have any authority whatsoever, expressed or implied, to bind ASHRAE, Inc. in any manner whatsoever. Vendor may not rely upon any representations or warranties made by any XYZ Chapter/Region representative to infer that such Chapter/Region representative has any authority to bind ASHRAE, Inc. to this agreement or otherwise. Vendor may not address the membership during the business meeting, if in conjunction with the equipment exposition.

Date \_\_\_\_\_

Chapter Name \_\_\_\_\_

Chapter President Name \_\_\_\_\_

Signature: \_\_\_\_\_

**The above “disclaimer” should be posted in the display area and listed in the published materials.**

**Please date, sign and return a copy to the Director of Member Services at ASHRAE Headquarters.**

Net display area \_\_\_\_\_

Number of displays \_\_\_\_\_

Number of companies sponsoring displays \_\_\_\_\_