

Maintenance Superintendents Association  
Los Angeles and Orange County Area Chapter

To all Vendors

**Subject: Policy for Vendors displaying at general meetings.**

In order to keep things moving and not disrupt the general meetings the following shall be the Vendor Policy at any general meeting. These are the guide lines for any vendor selected to display items outside the general meetings.

1. Only vendors selected to display shall be permitted to hand out literature or display items outside the general meeting. **Absolutely no literature or paraphernalia may be handed out in the general meeting if you are not selected as Vendor on the Soap Box.**
2. Vendors are selected by the Vendor Representative and chosen on a first come first serve basis. Vendors wishing to display will need to see the Vendor Representative and request to be put on the schedule for selection.
3. There will be a maximum of three vendors that shall be permitted to display literature outside the meeting or in a convent place inside the meeting to display that will not disrupt the meeting.
4. Only literature and small display items shall be displayed or handed out.
5. Vendors **NOT** selected for displaying outside the general meeting shall **not** be permitted to place literature or items on the tables inside the meeting or hand out literature or paraphernalia inside the meeting.
6. A schedule will be available for the fiscal year.

**Subject: Policy for Vendor on the Soap Box**

Vendor on the Soap Box shall be available for those that wish to participate.

1. Vendors shall be chosen on a first come first come basis and schedule as appropriate. Vendors wishing to be on the soap box will need to see the Vendor Representative to be placed on the currant schedule.
2. Vendors shall be scheduled so as not to display the same product as vendors displaying outside the meeting.
3. **Vendor on the soap box is the only one that shall be permitted to display literature on tables or hand out paraphernalia inside the meeting.**
4. Vendor on the soap box shall have a maximum of 5 minutes on the podium to explain there product and or services.
5. A schedule will be available for the fiscal year.