



2012 EMERSON GLOBAL USERS EXCHANGE  
MAY 29-31, 2012 • DÜSSELDORF

**EXCHANGING  
IDEAS.  
CREATING  
SOLUTIONS.**

## Emerson Global Users Exchange Exhibit and Conference Code of Conduct

Knowing any organization is judged largely by the behavior of its individual participants, the following Code of Conduct has been developed through feedback from users, exhibitors and board members, all working towards improving the exchange of ideas between each other.

All attendees should conduct themselves in a proper, businesslike manner at all times. If at any time, a decision is made to stray from this agreement, attendees agree to voluntarily dismiss themselves from the Conference.

### Attendance at Exhibit

- Exhibitors are expected to have their booth staffed for all hours of the conference exhibit.
- Exhibitors staffing the booth are limited to those who are officially registered as such by the Emerson Exchange.
- Absolutely no tear-down of exhibits may take place until the exhibit hall has closed.

### Attendance at Conference

- Registered Exhibitors will be allowed to participate in Meals, Exhibits, Social Functions, Workshops, and Short Courses.
- Exhibitors are not allowed to attend the Product Roadmaps, or any other session specifically designated by the Conference organizers.
- For attendance in any session, exhibitors must be the last entrants to ensure that seating is available for Users and Emerson attendees.
- There will no promoting of exhibitor products or services during the Workshops and Short Courses.
- Understanding that the Workshops and Short Courses are for the benefit of the Users, exhibitors will refrain from participating in the question and answer periods.
- Questions directed towards Emerson product experts should be reserved for the exhibits hours

### Dress

- The minimum dress for all exhibit hours is business casual attire.
- Exhibitors not adhering to the dress code will not be admitted.

### Identification Badges

- Identification badges are to be worn at all times throughout the exhibit and conference.
- For security reasons, exhibitors should not wear name badges while away from the conference facilities and functions.

### Alcohol and Drugs

- Although an open bar is provided during exhibit times, each exhibitor is expected to limit their alcohol consumption so that they can conduct business in a professional manner.
- It is expected that exhibitors will keep their area clear of empty bottles, glasses, plates, etc. in order to maintain a professional appearance.
- No illegal drugs in any form shall be possessed or used at any time or under any circumstances on the conference properties. Violation of this rule will be grounds for immediate dismissal from the conference.

### Personal Responsibility

- All conference attendees should behave in a courteous, respectful, positive, and professional manner at all times. This includes refraining from language and actions that might bring discredit upon themselves, their company, the conference, or the Emerson Exchange.





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### **Property**

- Exhibitors shall maintain a clean, neat and professional booth for the entire exhibit.
- Exhibitors using the facilities should take special care not to deface or destroy any property. Any damages to property or furnishings in the hotel rooms or on conference properties must be paid by the individual or company involved.

### **Property Rights & Intellectual Property**

- Violations of copyrights, patents, trademarks, trade secrets, and license agreements are prohibited by law.
- Unauthorized duplication of materials will not be condoned.
- All attendees and exhibitors are obligated to protect the integrity of intellectual property. Specifically, one must not take credit for someone else's ideas or work, even in cases where the work has not been explicitly protected by copyright, patent, etc.

### **Reporting/Resolving Misconduct**

- Any misconduct will be reported to the Exhibits Manager or the Emerson Exchange Users Board, and if necessary, the proper authorities.
- The board, after making appropriate inquiry of the parties involved, shall determine whether or not to proceed further.
- It is agreed that, upon violation of this code of conduct, the violators may be required to withdraw from the conference by the Emerson Exchange Board.
- Any action to be taken shall be at the sole discretion of the board, and will not be appealed.

Please note that this document is part of the Terms and Conditions agreed upon between the exhibiting company and Emerson Global Users Exchange. Violators may be disqualified from attending or exhibiting at future conferences.

