

POLICY FORM: Canadian School of Hydrocarbon Measurement

Policy Area: Exhibitors	Subject: Hospitality Events
Title of Policy: Hospitality Events	Number: XX
Effective Date: 2014/09/11	Page Number:
Approved Date: 2014/09/11 Revision Date:	Approved by: CSHM Committee
1. Rationale or background to policy: The intent of this policy is to ensure that hospitality events conducted in proximity to the annual CSHM event do not interfere with the CSHM event, and are conducted in a safe and responsible manner.	
2. Policy Statement: <ul style="list-style-type: none">• For the purposes of this policy, “Hospitality Event” is defined as a social/networking opportunity that is supported by a vendor(s) or a service provider(s) and:<ul style="list-style-type: none">○ <i>May include the promotion of products and/or services.</i>○ <i>Whose primary audience is CSHM event attendees.</i>○ <i>May include the provision of food and/or alcohol.</i> • Any vendor or service provider, whether or not they have purchased a booth at the CSHM, may also sponsor a Hospitality Event providing the following guidelines are adhered to:<ul style="list-style-type: none">○ <i>The promotion of these events is done without violating the education first philosophy of the CSHM event. For example, pseudo booths are not to be set up in the CSHM event/instructional area, and personnel may not be used for sole purpose of promoting a Hospitality Event.</i>○ <i>Vendors/service providers who wish to distribute invitations for hospitality events must do so via personnel that are employees of that company and who are registered as part of the CSHM event as either a student, instructor, or vendor/service provider booth staff.</i>○ <i>Hospitality Events may not be open during CSHM event and/or instructional hours.</i>○ <i>Vendors/service providers are responsible for ensuring that all Hospitality Event guests have safe ride home transportation alternatives upon departing the event (ie. taxi chits).</i> • The CSHM is not responsible or liable for any activities or behaviour associated with a Hospitality Event. • The CSHM Chairperson reserves the right to determine whether contravention of this policy has been made. Breach of this policy may jeopardize the vendor and/or service provider’s participation as part of future CSHM events.	
3. Procedures: <ul style="list-style-type: none">• Any dispute or issue with this policy must be resolved by the vendor/service provider, the CSHM event planner and the CSHM Chairperson or designate. No appeals are granted, and the resolution reached is final.	