

SuperReturn

CFO/COO

Sponsor, Exhibitor & Contractor Code of Conduct

SuperReturn CFO/COO a Business-to-business event. To maintain a professional working environment onsite at the Okura Hotel throughout build up, show open and breakdown, we request that all sponsors, exhibitors and contractors follow the below code of conduct:

- **Dress appropriately** for a business environment
 - o First impressions mean a lot and the way your staff dress on your stand will reflect on the business. Please ensure that your team, including any temporary staff, are dressed appropriately, in attire they feel comfortable in (provocative and revealing garments are not permitted).
- Act in a **professional and respectful manner** at all times with your staff, fellow exhibitors, visitors and official contractors.
 - o Rudeness and inappropriate behaviour is not acceptable and will not be tolerated by the Organisers.
- Be **considerate and mindful** to your neighbouring Exhibitors.
 - o Loud demonstrations or music may cause a disturbance to the stands around you. Please keep the noise level to a minimum and respect any requests by the organisers to reduce the volume.
- Be **respectful** of the property of your fellow exhibitors.
 - o Damage to the property of others and theft will not be tolerated by the Organisers.
- Be **honest** when promoting your company/products.
 - o Stand graphics and handouts should be reflective of fact, any exhibitor found to be making false claims will be asked to remove any items containing this information from their stand immediately.
- **Respect** the Event Timings
 - o The exhibition is open until 2.30pm on Wednesday 19 October. Please do not start to pack away your stand until the show has closed and visitors have left the area. Be mindful of the event timings when making your travel plans for the show.
- **Notify** the Organisers of any additional events that you are hosting whilst at SuperReturn CFO/COO.
- **Please be aware that children under the age of 16 are not permitted within the event at any time.**