



BROADBAND
WITHOUT
BOUNDARIES

a tax-exempt "business league" under Section 501(c)(6) of the Internal Revenue Code.

WISPA Educational Institute

a 501(c)(3) public charity under Internal Revenue Code Section 170(b)(1)(A)(vi)

WISPA-PAC

a federal connected political action committee operating as a separate, segregated fund of WISPA under Section 527 of the Internal Revenue Code

WISPA SUITCASING AND OUTBOARDING POLICY

This Policy includes industry-standard guidance from the International Association of Exhibitions and Events (IAEE).

Revised as of December 19, 2024 (supersedes all prior versions)

Incorporated Terms

(Code of Ethics, Code of Conduct, Social Media Conduct Policy, and
Conference Attendee Terms & Conditions)

WISPA'S CODE OF ETHICS, CODE OF CONDUCT, SOCIAL MEDIA CONDUCT POLICY, AND CONFERENCE ATTENDEE TERMS & CONDITIONS are incorporated by reference, including the following defined terms:

Attendee	a person, delegate, accompanying person, student, media representative, speaker, volunteer, staff, participant or exhibitor who is present at a Conference whether in person or virtually.
Conference	a WISPA conference or sponsored event.
Force Majeure	extreme weather, fire, flood, earthquake, elements of nature or acts of God, riots, civil disorders, acts of terrorism, or any other such similar cause beyond the reasonable control of WISPA.
Member	a WISPA Member.
WISPA	collectively, the Wireless Internet Service Providers Association and WISPA Educational Institute.

Defined Terms

The following defined terms originate in **WISPA'S EXHIBIT HALL GENERAL POLICIES AND EXHIBIT HALL BOOTH SPACE POLICIES** which are incorporated by reference into Exhibitor Contracts and included here for consistency in terminology.

Booth Space	One or more designated spaces contractually reserved by Exhibitor in the Exhibit Hall of and during the Conference, <u>including any meeting room(s) in the Exhibit Hall or elsewhere in the Conference venue if separately reserved with WISPA.</u>
Exhibit Hall	one or more areas at the Conference venue generally reserved for vendor displays and demonstrations and designated primarily for a concentration of Booth Spaces.
Exhibitor	the Attendee (individual or company, inclusive of their employees and contractors) identified in the Exhibitor Agreement ... that has contracted for Booth Space at the Conference.



- Suitcasing** acts of soliciting or transacting business in the Exhibit Hall, aisles or common areas of the Conference venue and hotel(s) by non-Exhibitor (or non-sponsoring) Attendees or non-Attendees.
- Outboarding** acts by non-Exhibitor (or non-sponsoring) Attendees or non-Attendees of i) erecting exhibits and/or hosting events at locations other than the Exhibit Hall, aisles or common areas of the Conference venue, such as in hotel hospitality suites, restaurants or other public places of assembly, and/or ii) encouraging Attendees to do business outside of the Exhibit Hall, aisles or common areas of the Conference venue and hotel(s) without WISPA's prior written permission.

WISPA Suitcasing and Outboarding Policy

Policy Regarding Suitcasing or Outboarding

Exhibitors and other Conference-sponsoring Attendees are key to the success of every Conference and help keep registration fees lower for other Attendees. Since Attendees are required to properly display their Conference credentials throughout the Conference venue including the Exhibit Hall, Exhibitors and other Conference-sponsoring Attendees are readily distinguishable from other Attendees and are accorded privileges befitting their registrations.

Suitcasing and Outboarding are practices employed by non-Exhibitors (or non-sponsors) to gain access to Attendees without registering as an Exhibitor or an Attendee and/or otherwise investing in or sponsoring the Conference. Such practices may:

- a) deprive Exhibitors of the value of their investment of money, time, and resources in the Conference,
- b) deprive WISPA of income that supports both the costs of the Conference and the initiatives WISPA undertakes in support of the industry, and
- c) disrupt the level playing field environment provided by the Conference thus creating potential unfair competitive advantages for non-Exhibitor (or non-sponsoring) Attendees.

Except as set forth herein, Suitcasing and Outboarding activities are strictly prohibited at the Conference. In limited circumstances, WISPA may make written exceptions for Outboarding, but all such exceptions must be approved by WISPA prior to the Conference (e.g., an exception for an offsite dinner hosted by a non-Exhibitor Attendee deemed by WISPA to be compatible with industry interests).

Distribution of sales, marketing, or other collateral information to, or solicitation and/or transaction of business with, Attendees is permitted by Exhibitors only. Unless authorized in writing by WISPA, all such materials must be distributed from the Booth Space.

Possible Consequences for Suitcasing or Outboarding

Any Attendee engaged in Suitcasing and/or Outboarding may be subject to corrective, remedial or disciplinary action by WISPA, in WISPA's sole discretion and at Attendee's sole expense, including

revocation of Conference credentials and/or fines. For any non-Exhibitor (or non-sponsoring) Attendee that would otherwise be qualified as a WISPA vendor Member and found in violation of this policy, revocation of Conference credentials may include future Conferences.

Reporting Policy Violations

Prior to the Conference:

- If an Attendee has reason to expect Suitcasing or Outboarding by another Attendee or non-Attendee will occur, WISPA should be notified in advance.

During the Conference:

- If an Attendee observes Suitcasing or Outboarding by a violating Attendee or non-Attendee, the matter should be reported to WISPA immediately. WISPA will:
 - review and investigate the matter, potentially in consultation with affected Exhibitors,
 - attempt to meet with the violating Attendee to cease the Suitcasing or Outboarding behavior, and
 - determine and execute appropriate action(s).

Corrective action(s) by WISPA may include:

- no action, if deemed appropriate by WISPA,
- arranging a meeting among the reporting Attendee (or non-Attendee), violating Attendee (or non-Attendee), other relevant parties, and WISPA to attempt to seek a reasonable resolution, and
- Revocation of Conference credentials and/or fines at violating Attendee's sole expense, in WISPA's sole discretion.

Following the determination by WISPA of a violation, should the violating Attendee or non-Attendee refuse to a) meet with WISPA (with or without the reporting Attendee) and/or with affected Exhibitors, or b) leave the Exhibit Hall or Conference at WISPA's request, WISPA reserves the rights to engage Conference venue security personnel to forcibly escort the violating Attendee from the Conference premises and to levy additional penalties including denial of participation in or attendance at future Conferences.