



## **VENDOR ATTENDANCE AT POLICY, COMMITTEE, AND DISTRICT MEETINGS AT CCAP CONFERENCES**

A full Conference vendor registration entitles the vendor to a name badge which permits them to attend all sessions, meals, and breakouts on the day(s) of their paid registration. There are special circumstances where events are “by invitation only” or closed to non-voting members (including vendors). This may include events such as special insurance programs dinners and business meetings/voting sessions at CCAP conferences. Regular policy and committee meetings held prior or in conjunction with a CCAP Conference are generally open to any registered Conference attendee. It is preferred that the vendor contact CCAP in advance to notify them that they would like to attend a committee meeting. If notification is not given in advance, the vendor should approach the individual committee staff liaison or committee chair prior to the start of the meeting in order to notify them of their presence. For district meetings, the vendor should contact the county district representative or the CCAP Staff Liaison, Todd Snovel.

For in person meetings, vendors should not sit at the main conference table, but should sit in the perimeter seating area. CCAP members come to the policy committee meetings with an agenda and issues to discuss. Please request recognition by the committee chair or staff liaison prior to speaking during the meeting and make sure that the information provided is relevant to the topic at hand. It cannot be emphasized enough that these policy and committee meetings are extremely important to county business and the priorities of the Association. The vendor is welcome to attend sessions to gain knowledge and a better understanding of county government, but networking and active engagement with CCAP members should take place at hospitality and other public events.

*Updated 1/2023*