

## RETTC Suitcasing & Outboarding Policy

RETTC strictly prohibits **Suitcasing and Outboarding activities at our meetings, conferences, and events.** These practices unfairly capitalize on RETTC's marketing and branding, diminish the value of the investment made by sponsors and exhibitors and ultimately deprive RETTC and its official partners of revenue. Such actions are in violation of established policies and apply equally to all registered and non-registered attendees, including sponsors, exhibitors and members of the media.

To protect the value of sponsorship and exhibition, the following policies apply to all attendees:

### What's Prohibited

- **Suitcasing:** Promoting your business, products, or handing out materials without being a registered exhibitor or sponsor.
- **Outboarding:** Hosting unsanctioned events, meetings, or demonstrations in or near the conference venue without RETTC approval.

### Rules for All Attendees

- Each attendee must register for the event under their own company name and wear their official company badge at all times. Misuse of registration and badges may result in removal from the event.
- **Sponsors and exhibitors** may only solicit business, promote their brand, and distribute marketing materials within their assigned booth space or sponsorship.
- **Non-sponsors/exhibitors** may not solicit business or distribute materials anywhere on-site.
- **All requests for meeting rooms and event space must go through RETTC for approval.** Guidelines and the request process vary by RETTC event. Please review the policies on the event website before requesting space.
- No onsite or offsite events or activities hosted by any company may overlap with or pull attendees away during official program and exhibit hall hours.

Violations may result in removal from the event and exclusion from future RETTC events.

If you observe any Suitcasing or Outboarding activities during an event, please email Kenny Emson, COO, at [kemson@nmhc.org](mailto:kemson@nmhc.org).