

Exhibits Advisory Committee (of the JMPC)

General

- Committee should be standing.
- 14 members:
 - Eight (8) exhibitors, appointed by the Office of the Secretary
 - Six (6) ex officio - Director of Meetings, Exhibits Coordinator, Senior Marketing Director, Art Director, Director of Communications, and Director of Marketing & Sales
- Seven (7)+ Permanent guests - Members of JMPC (5 not including the DOM), Meetings Decorator, Associate Executive Director for Publishing, and a representative from each Level A Partner organization
- Term of office for members should be for two years, beginning immediately upon appointment and ending 31 January “Year+2”
- The Director of Meetings should serve as chair.
- Members appointed should consist of representatives from companies that are current JMM exhibitors. They must commit to attending at least one meeting in person. Letters of invitation should be sent by the Director of Meetings and formal acknowledgments of appointment should be sent by the Office of the Secretary.
- Exhibits Coordinator should be the staff liaison and should provide staff support to the committee.
- The Chair should work with the staff liaison to identify new members, develop the agendas and summaries, and to assure deliverables are being accomplished.

Purpose and Principal Activities

1. To foster communication between JMM leadership and its exhibitors
2. To review and comment on current and proposed exhibit regulations and practices affecting exhibitors
3. To advise ways in which the exhibits and related activities could be improved for exhibitors and participants
4. To advise ways in which the sponsorship program could be improved and made lucrative for exhibitors
5. To identify additional information useful to exhibitors
6. To provide a forum for exhibitor feedback

Other Activities

The Committee should be encouraged to be active in seeking and generating ideas for improvement rather than simply responding to submissions. This includes reaching out to fellow exhibitors throughout the year.

Frequency of Meetings

The Committee should continue to meet once a year, on the morning of the third day of the meeting for one hour, with a light continental breakfast served. During the rest of the year, some business may be transacted by teleconferencing or email.

Work done by committees with recurring problems may have value as precedent or work done may have

historical interest. Because of this, the Council has requested that a central file system be maintained for the Society by the Secretary. Committees are reminded that a copy of every sheet of paper should be deposited (say once a year) in this central file. Confidential material should be handled in a confidential manner.

Revised 8/6/2020, Penny Pina