




# National University of Health Sciences General Policies

Title: <b>Vendors Exhibiting During Homecoming</b>	Page	1	of	2
Date Adopted: 4/17/92	Date(s) Revised:			
 President		8-5-09		
	Date			

## POLICY STATEMENT

As a rule, National University of Health Sciences (NUHS) considers it advantageous to have vendors on-site for seminars and course sessions when the products they are providing can be related to the content of the program.

Following standard practices, these vendors must provide the University with some form of remuneration for the privilege of attending. This remuneration may take several forms, including the provision of equipment, which might otherwise be difficult to obtain, payment of fees on a per day basis, or provision of services such as refreshments or printed notes, which enhance the program quality.

Vendors must be informed in writing of basic rules such as the necessity of adhering to seminar hours and the avoidance of any selling or appearance of selling from the podium.

### Regulations:

- I. Acceptance of Vendors
  - A. The Vice President for Administrative Services will consult with the President for the purpose of screening vendors who apply to display at NUHS events.
  - B. At the discretion of the VPADS, vendors may be accepted if they are reputable and generally known to the University without going through the screening process.
- II. Remuneration
  - A. When fees are charged, the VPADS will set the fee based on rates, which are commonly charged in the profession at that time.
  - B. As part of a fee, vendors may agree to provide refreshments, notes, or other services, which enhance the comfort and quality of the program.
  - C. Remuneration collected from vendors, whether by NUHS or a co-sponsoring institution such as a state association, will be used to defray the costs of the program before the calculation of revenue sharing agreements.

III. Rules Governing Vendor Activities at Programs

- A. Presence at NUHS programs and/or provision of services at these programs will not imply NUHS endorsement of vendor products and services. An announcement to this effect will be given at the beginning of each program.
- B. There will be no selling or appearance of selling and/or endorsement from the podium.
- C. When vendors are present, the University will make an effort to structure class breaks to allow vendors to talk with participating doctors, but cannot guarantee this procedure or compromise the integrity of the program to accommodate vendors.
- D. Vendors may bring literature, products, and business cards to distribute during class breaks. These materials cannot be distributed with class notes. Doctors must actively volunteer to receive vendor materials.
- E. Vendors may collect the names and/or business cards of attending doctors, but cannot receive a full list of program attendees, unless approved by the VPADS.
- F. The University will make arrangements for the vendor's display area, which may be in a corner of the lecture room or immediately outside. When the provisions cannot be made, vendors will not be included in the program.