



Vendor Guidelines Overview

Since its inception, ACP has made significant efforts to remain vendor neutral and to protect the privacy of its members. ACP takes great pride in providing a forum where professionals from all industries whether private, public, or commercial, can build relationships at national and local chapter levels. The following guidelines set the parameters and protocols to ensure a mutually beneficial arrangement between ACP, Chapters, and vendors for the promotion, education, and access of all participants to knowledge, products, and services offered by both parties.

Chapters must operate within these parameters in their interactions with vendors. ACP acknowledges that chapters are independently operated and therefore, vendor policies, agreements, and arrangements may vary at the chapter level. Chapter Boards should allow their membership to be the authority for the final determination of appropriate thresholds of vendor interaction regarding business promotion and sales opportunities.

When guideline conflicts arise and cannot be resolved, guidance can be sought from the Corporate ACP Board. This open dialogue and mutual respect for our member's time and a vendor's need to publicize will continue to enrich both parties' relationships while supporting a mutual desire to network and make connections.

1. Vendor Presentations at Chapter Meetings

ACP encourages vendors to give presentations at chapter meetings. However, the presentation must be focused on business continuity education as opposed to a sales promotion and cannot contain disparaging remarks against competitors. ACP chapters are encouraged to review the slides/material in advance and should feel free to prohibit vendors from chapter involvement that do not adhere to the guidelines.

2. Vendor Hosting a Chapter Meeting / Sponsoring Food & Beverages

ACP encourages vendors to host ACP chapter meetings and sponsor food /beverages. Vendors should be allowed to speak about their firm and products/services at a time limit determined by the Chapter Board (usually 10 -15 minutes). They can also display literature if the chapter has room or precedent for this. Note that no hard selling or unfair criticism of competitors is permitted.

3. Vendor Website Links and Newsletter Advertisements

Vendors are permitted to have links on chapter websites and advertise in chapter newsletters. This is at the discretion of the local Chapter Board of Directors and its membership as long as it complies with the ACP Code of Ethics and the Corporate Bylaws.

4. Vendor Use of ACP Chapter Membership List

ACP chapters are not permitted to share their membership list with vendors / service providers. If the chapter shares its membership list with a vendor and that vendor uses the list for non-ACP business (sales calls, recruiting), the vendor's membership can be revoked, as per the ACP Code of Ethics and the Corporate Bylaws. Local chapters may choose to send members information from the vendor, if such an arrangement has been made with the Chapter Board of Directors, for relevant business information.