

PAE Conference Etiquette

To further enhance a pleasant and productive atmosphere, Southern Arts Federation endorses the standards of professional courtesy and good business practice outlined in the North American Association of Performing Arts Managers & Agents' "Guidelines for Ethical Behavior" and the National Association of Campus Activities Convention Policies. The standards are designed to help create a comfortable environment for you in the exhibit hall and throughout the conference. The following are the accepted standards of conduct during the Performing Arts Exchange:

1. Exhibits should not impinge on neighboring spaces, nor should they block or obstruct the view of another booth. Exhibits may not exceed four feet in height within the first four feet of the depth of the exhibit space.
2. Audio-visual equipment should be oriented so as to be viewed from within the exhibit space, not from outside. It must be muted or used with headphones.
3. The aisles should be considered a neutral space in which presenters may circulate freely without being accosted.
4. Presenters should never be approached in front of another manager's space.
5. Conversations among presenters or presenters and other managers should not be interrupted.
6. At educational sessions, showcases and hospitality events, presenters should not be importuned with sales-oriented conversations.
7. Exhibitors will be restricted from distributing or posting materials outside their exhibit hall booth.
8. No contracts should be signed or financial transactions conducted within the exhibit hall.
9. Conducting business in the exhibit hall is reserved for presenters and managers/artists who have purchased a booth. Other registered attendees may visit the hall as observers only, and may not interfere with the business at hand.
10. Managers or artists without an exhibit hall booth will not conduct business activities during the conference.

Our exhibitors are of course very excited about the artists they represent, and they are anxious to share their enthusiasm with you. If that enthusiasm over-steps the bounds of etiquette outlined here, we encourage you to discuss these standards with the exhibitor. If necessary, please bring the infraction to the attention of a PAE staff member or an Advisory Committee member who will address the issue. Thank you for helping make our conference the best possible experience for all attendees.