

PAE Conference Etiquette

To promote a pleasant and productive atmosphere, South Arts 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](#). The standards are designed to help create a comfortable environment in the exhibit hall and throughout the conference. The following are the accepted standards of conduct during the Performing Arts Exchange:

- Conference attendees should only conduct business with other registered attendees. Conducting business with non-registered attendees is prohibited.
- Managers or artists without an exhibit hall booth or official agency registration, and presenters without proper registration, will not conduct business activities during the conference.
- Exhibits should not impinge on neighboring spaces, nor should they block or obstruct the view of another booth. Audio-visual equipment should be viewed from within the exhibit space and must be muted or used with headphones.
- Marketplace aisles are considered neutral space in which attendees may circulate freely without being solicited.
- Meetings between attendees – particularly in the Marketplace – should not be interrupted.
- No contracts should be signed nor financial transactions conducted within the Marketplace.
- As a courtesy, presenters who take materials from an exhibit space without speaking with the agent or artist should leave a business card.
- Attendees should not be importuned with sales-oriented conversations at professional development sessions, showcases or hospitality events.
- Attendees will be restricted from distributing or posting materials outside of exhibit hall booths and resource tables designated for this specific purpose unless express permissions are given, and terms agreed upon, by Conference Management.
- For more detailed information see [South Arts PAE Policies & Guidelines](#).

If any attendee over-steps the bounds of etiquette outlined here, we encourage discussion of these standards with that attendee. If necessary, please bring the infraction to the attention of a South Arts staff member. Thank you for helping make our conference the best possible experience for everyone.