

Code of Conduct

Welcome to the Southeast Plant Show at the Gwinnett County Fairgrounds. As a key participant in this event, your role is crucial in upholding the standards and reputation of our community. This Vendor Code of Conduct outlines the expectations and requirements for all vendors to ensure a safe, fair, and professional environment.

This code establishes clear guidelines for all participants' behavior and operations during the event. By adhering to these guidelines, vendors will provide a positive experience for all attendees, exhibitors, and stakeholders. This Code promotes integrity, transparency, and respect among all participants.

As representatives of the Southeast Plant Show, vendors are responsible for upholding the event's values and objectives. This includes ensuring all participants' safety and well-being, maintaining the fairgrounds' cleanliness and orderliness, and delivering high-quality products and services. All participants must take ownership of their actions and consistently demonstrate accountability.

Violating the standards in this Code of Conduct will jeopardize their relationship with SPS, including possible termination of the relationship and being asked to leave the event without a refund. If you become aware of a situation that you believe may violate this Code of Conduct, you should report your concerns immediately in accordance with the procedures described in Section 2 of this Vendor Code. No adverse action will be taken against anyone for making a complaint or disclosing information in good faith, and any retaliation against a person who in good faith reports any violation or suspected violation of the Code of Conduct will be subject to disciplinary action.

1. **COMPLIANT WITH LAWS, RULES, AND REGULATIONS.** All vendors and sponsors participating in the Southeast Plant Show at the Gwinnett County Fairgrounds must comply with all applicable federal, state, and local laws, regulations, and ordinances. This includes, but is not limited to, rules of health and safety, environmental protection, and labor practices.
2. **REPORTING PROCEDURES.** The SPS vendors and contractors are responsible for reporting violations of this Code of Conduct or other conduct relating to the SPS' business that they suspect may be unethical or in violation of the law. To report a suspected breach or when in doubt about the best course of action in a particular situation, talk to your contact at SPS or email erica.parker@southeastplantshow.com.
3. **ETHICAL BUSINESS PRACTICES.** All participants must conduct their business ethically. This includes avoiding fraud, corruption, bribery, or other unethical practices. All transactions and interactions with customers, other vendors, volunteers, and event organizers must be conducted with honesty and integrity.
4. **FAIR TREATMENT AND MUTUAL RESPECT.** The SPS' policies are designed to ensure that all event organizers, board members, volunteers, vendors, and contractors are treated fairly and with respect by the SPS team and each other. We are firmly committed to providing equal opportunity in all aspects of employment and a workplace free of discrimination or harassment based on sex, race, color, age, religion, national

origin, physical or mental disability, protected Veteran status, sexual orientation, gender identity or any other characteristic protected by law. This includes providing reasonable accommodation for disabilities or religious beliefs or practices. Similarly, all guests of SPS and its event must be treated fairly and respectfully. SPS does not permit discrimination or harassment of its guests, particularly when based upon any legally protected characteristic.

5. **SAFETY, SECURITY, AND PROTECTION.** SPS strives to provide a safe and healthy event environment. All participants working and volunteering on the Gwinnett County Fairgrounds property are responsible for maintaining a safe and healthy event by following safety and health rules and practices and reporting accidents, injuries, and unsafe equipment, practices, or conditions. If you become aware of any threat to safety, report it immediately.

Violence and threatening behavior are not permitted. Any acts or threats of violence should be reported immediately.

The use, possession, or distribution of illegal or unauthorized drugs or alcohol on Gwinnett County Fairgrounds property will not be tolerated.

6. **PRODUCT SAFETY & QUALITY.** All products sold or promoted at the Southeast Plant Show must meet relevant safety and quality standards. Vendors and sponsors are responsible for ensuring that their products are accurately represented and free from defects that could pose a risk to customers or the public.
7. **RESPECTFUL BEHAVIOR.** All participants are expected to maintain a professional and respectful demeanor at all times. Harassment, discrimination, or abusive behavior towards customers, other vendors, event staff, or visitors will not be tolerated. All participants should contribute to a positive and welcoming environment.
8. **HEALTH & SAFETY STANDARDS.** All participants must adhere to all health and safety guidelines set forth by the event organizers and relevant authorities. This includes maintaining clean and safe booth spaces, using equipment safely, and following protocols to ensure the safety of all attendees.
9. **INTELLECTUAL PROPERTY RIGHTS.** All participants must respect others' intellectual property rights. This includes avoiding the sale or promotion of counterfeit goods and ensuring that all products and materials used at the event do not infringe on the copyrights, trademarks, or patents of others.
10. **CONFIDENTIALITY.** All participants must respect the confidentiality of any proprietary or sensitive information shared by the event organizers or other participants. Such information should not be disclosed to third parties without proper authorization.
11. **PUBLIC DISCLOSURES.** All participants may not speak on behalf of SPS or The Gwinnett County Fairgrounds in any form unless properly and specifically authorized.
12. **PROTECTION AND PROPER USE OF SPS AND THE GWINNETT COUNTY FAIRGROUND ASSETS.** SPS and The Gwinnett County Fairgrounds assets should be used only for SPS's legitimate business purposes. All participants should endeavor to protect SPS and The Gwinnett County Fairgrounds' assets and ensure proper and

efficient use. Everyone is responsible for safeguarding SPS and The Gwinnett County Fairgrounds' assets against loss, theft, and misuse. If you become aware of theft or misuse of assets, immediately report the matter to SPS as described in the Reporting Procedures of this Code of Conduct.

13. COMPLIANCE MONITORING. The event organizers reserve the right to monitor compliance with this Code of Conduct. Vendors and sponsors found to violate these standards may be subject to corrective actions, including but not limited to warnings, fines, or removal from the event without a refund.

All participants are required to abide by the elements of this statement. We ask that anyone who believes that another is not upholding these values provide the SPS committee with conclusive documentation of actions that are out of keeping with this statement. Upon receipt of this documentation, the SPS committee will follow up with that party regarding any concerns.

By participating in the Southeast Plant Show at the Gwinnett County Fairgrounds, All participants agree to abide by this Code of Conduct. Compliance with these standards ensures a successful and enjoyable event for all participants.

I, the undersigned, have read and understood the Code of Conduct for all participants at the Southeast Plant Show. I agree to comply with the terms and conditions outlined in this document.