

# Guidelines for Participation in the ADS INFORMATION OPEN HOUSE

**Monday, October 11, 2021  
4:30 – 6:30 p.m.**

## **Who May Participate**

Supplier members of ADS who provide ingredients, packaging equipment or services to manufacturers of dressings and/or sauces.

## **Literature Distribution**

Material for distribution must be limited to product information, reports, and technical information. Thumb drives containing product and technical information are allowed.

## **PowerPoint Presentations**

PowerPoint Presentations are allowed via laptop computer within table space limits, **provided there is no sound and the computer is battery operated. No other power sources will be available.**

## **Table Limitations**

Promotional souvenirs or other giveaways **will NOT be** permitted. No table displays taller than 20" tall and/or wider than 2½ feet. Company identification will be provided for each registrant by ADS. Individual company signs, table skirts, posters or badges will not be permitted.

## **Samples**

A product sample may be displayed within table space limits. The product sample/s **MUST BE DISPLAYED:**

- **IN THE FORM IN WHICH IT IS SOLD TO MANUFACTURERS OF DRESSINGS OR SAUCES and/or**
- **IN A DRESSING OR SAUCE APPLICATION IN SHELF STABLE FORM FOR SAMPLING PURPOSES ONLY.** No facilities to heat or chill samples will be available.

The quality and safety of any product samples are solely the responsibility of the Supplier of such product/s. ADS is not responsible for any product sample/s.

Additional Sampling Guidelines for Covid Precautions:

- Wear disposable gloves and change frequently if your hands come into physical contact with someone.
- Have all samples in small paper cups, including spoons if needed.

## **Table Space**

Table space will be approximately 2-1/2 ft. x 3 ft. (Two participating companies will share a 6 ft. x 30 inch table.) Space is limited and registrations will be accepted on a "first-come" basis.

## **Personnel**

Tables must be attended by a company representative at all times. Company representatives must be registered for the ADS Technical Meeting. Please, no more than two representatives manning the table at one time due to space limitations.

## **Food and Beverage**

The Open House is scheduled during an ADS reception and light hors d'oeuvres and beverages will be available for all attendees. See information under "Samples" for additional information.

## **Shipping Information**

Specific shipping instructions will be provided approximately 2 weeks prior to the meeting.