

EXHIBIT COMMITTEE
JOB DESCRIPTION

The Exhibit Committee Chairperson is appointed by the President each year.

NOTE: The Exhibit Committee Chairperson need not be someone residing in the city where meeting is to be held. It is convenient to have a committee member in that city, however, even that is not necessary. You must coordinate efforts with:

PRESIDENT
SITE SELECTION COMMITTEE
DRAYAGE FIRM
HOTEL CONTRACT
FINANCE COMMITTEE
TREASURER
SECRETARY

GENERAL RESPONSIBILITIES/DUTIES

1. Assist Site Selection Chairperson in determining if facilities of hotel selected are adequate. Requirements for exhibit space are the most important factor in selection. (See "Hotel Selection Information").
2. Obtain bids from drayage firms and work with the Finance Committee and President on selection (See "Drayage Arrangement Information").
3. Issue invitation to exhibitors and conduct all necessary correspondence with exhibitors throughout the year.
4. Serve as a member of the following committees:
 - a. Corporate Liaison
 - b. Site Selection
 - c. Meeting Site