PIA Symposium

PIA Standard Operating Procedure SOP-315 v8
Parachute Industry Association Publications
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Referenced Documents:
1. PIA Symposium Site Visit Evaluation (year/location)
2. PIA Symposium (year/location) Master Binder
3. Exhibitor Contract
4. Speaker Contract

I. General

SOP-315 v8 defines the procedures under which the PIA Symposium Committee shall operate. It includes methods for evaluating potential sites, organizing the symposium and exhibitor/speaker contracts.

Nothing within this document is meant to conflict with the By-laws, The Articles of Incorporation of the PIA, the Exhibitor Contract, or the Speaker Contract. In the event of such conflict, those documents will take precedence over this SOP.

II. Purpose

The Symposium Committee will ensure continuity of evaluating PIA Symposium locations and the processes to organize successful Symposiums. Members of this committee work together with Meeting Logistics Committee, with regards to site evaluations for the first regular PIA meeting generally held immediately before symposium.

III. Organization

The Symposium Committee is a permanent, standing PIA Committee and shall consist of an elected Chairperson, a Vice Chair, and at least three other voting members appointed by the chair. The chair shall be nominated and elected to office by the general membership of PIA during the first regular meeting on odd numbered years and shall serve a two-and-a-half-year term. The chair then appoints the Vice Chair.

IV. Site Selection

The Symposium Chair works with several people within PIA to determine potential Symposium Sites. There are many factors to consider (reference Symposium Site Visit Evaluation document). The Symposium Chair then works with the Event Planning Agency to determine what venue and hotels would be appropriate for a group our size. The Symposium committee will then down select from the available options. The Event Planning Agency will work with the hotels and create a site visit schedule for the Chair and other committee members to conduct site visits.

Final recommendations will be provided to the Executive Committee for approval.

V. PIA Symposium Chair Responsibilities

- Organize the PIA Symposium
- Delegate and appoint responsibilities to other committee chairs, members and volunteers
- Appoint a Speaker Organizer for the Symposium

VI. PIA Symposium

- Symposium is usually held at the end of 1st Regular Meeting on odd years.
- PIA is a non-profit 501(c)6 Business League Organization and is tax exempt.
- PIA will secure adequate insurance for the Symposium Event and will provide any required certificate of liability insurance to the hosting venues.
- PIA requires to be named in all 2nd and 3rd party insurances from all vendors and for all events joining or associating with Symposium, unless otherwise covered by PIA's insurance, at PIA's sole discretion.
- The Chair will be responsible for maintaining records and planning documents in such a manner to ensure comprehensive information is recorded and will ensure continuity.
- The Symposium chair works closely with USPA, Skydiving Museum and Hall of Fame and other affiliated professional organizations who wish to co-host at the symposium. They also work with the various exhibitors and PIA Members to accommodate private meeting room requirements at the Hotel and Exhibit Hall.
- Booth Selection details are noted in the exhibitor contract.
- Exhibit space and individual registration will be contingent on receipt of final payment.
- For exhibitor conduct and responsibilities; refer to exhibitor contract.
- For cancellations and refunds; refer to exhibitor contract.
- For speaker conduct and responsibilities; refer to speaker contract.

VII. PIA Symposium Exhibitor and Booth Selection Criteria

a. General
The Symposium Committee will ensure that a fair allocation of exhibit space(s) to Exhibitors at PIA's Symposiums, while preserving good order and ensuring fair placement among competitors. The rules and procedures regarding exhibitors and booth selections are contained in this section.

b. Selection Information
An exhibit area diagram can be accessed from the PIA registration website accessible via www.pia.com at the start of the registration period. This diagram will display the exhibit area layout and will provide Exhibitors the opportunity to select the location of the booth space(s).

c. Booth Application
The Application for exhibit space(s) shall specify the quantity of booths desired. The application form must be submitted during the application period. Booth space will be assigned on a first-come-first serve basis. This allows a company a greater chance of being assigned their preferred booth location. PIA will make every effort to accommodate booth placement requests; however, the committee may make alternative placement decisions as needed. Offers made as to the location of space(s) are current policy and not a guarantee. Once a booth allocation has been assigned, booth trades are not allowed without chair approval. The PIA Symposium Chair or designee shall be the final authority in assigning space(s).

d. Booth Allocation Priority
Exhibitors who have submitted their registration and complete payment during the application period will be arranged into tiers based on their PIA membership status, etc. The following outlines the process of booth allocation priority.

- First round to register are Sustaining PIA members with 2+ years.
- Second round to register are PIA members with 2+ years.
- Third round to register are PIA members with less than 2 years.
- Fourth round to register are nonmembers.

Non-paying (comped) exhibitors will receive available space allocated by the Chair.

e. Grouping of Booths
Parent Companies and their wholly owned subsidiaries can make application to be grouped. The Parent Company will submit a letter of application in writing to Symposium Headquarters, no later than 60 days prior to the initial application cutoff date. Letters should describe the business relationships and/or ownership details that relate to the request, as well as any other pertinent information, and describe in detail the reason(s) for the request. Approval of requests is at the sole discretion of the Symposium Chair or designee. The recourse will be an appeal to the Executive Committee. Final determination will be made in writing, no later than 30 days prior to the initial application cutoff date, so that applicants have sufficient time to complete the booth registration process. Each company will be required to purchase at least one booth. The booth rates will apply separately to each company in the groups (as if they were not in a combined group). Each group will be charged at their Tier Membership rate.

f. Exhibit Application / Payment
Exhibit application shall be completed online. Exhibit space reservations will be accepted beginning at 10:00 am Eastern daylight time on the initial registration date.

VIII. At the Conclusion of the Symposium

The Symposium Chair will review all BEO (banquet event orders) for accuracy and ensure the committed prices are correct. The Chair will approve disbursements as needed to the PIA Administrator for payment processing. The Chair will prepare a report to the Committee with a summary of the event, recommendations, key take aways, and a comprehensive expense report.