**International Representative Offices**

**Greenheck Fan Corporation Policy to Support Local Trade Shows**

**Date: June 2020**

Policy:

Greenheck allows for the joint promotions in support of trade shows of the representative office and Greenheck, following these basic guidelines:

1. Contact your regional director to ensure funds are available to support your trade show. Trade show funds will not be provided without prior written approval from Greenheck.
2. Share your booth or stall scheme ideas with your regional director to determine if ready-made Greenheck samples can be used along with factory printed literature.
3. If the display is for the rep office and Greenheck, a 30% co-share arrangement will be agreed upon.
4. If the display is for the rep office, Greenheck, and another supplier, a 20% co-share arrangement will be agreed upon (i.e. Greenheck will pay 15% of the display cost, with prior written approval).
5. If the display is for the rep office, Greenheck, and two other suppliers, a 15% co-share arrangement will be agreed upon.
6. If the display is for the rep office, Greenheck, and three or more other suppliers, a 10% co-share arrangement will be agreed upon.
7. Cost of shipping samples will be the responsibility of the rep office for clearing and local delivery to the trade show when no formal logistics forwarder is assigned to import show samples. (All inbound freight is by the rep.)
8. Greenheck requires the return of samples to the appointed ship-to address at the conclusion of the trade show. Cost for return of samples will be by Greenheck with the assistance of the local rep.
9. Normal wear and tear will be allowed in handling the show samples. Damaged returns will be invoiced to the representative upon acceptance back to Greenheck. Reps may want to take pictures prior to returning units in order to have a record of their condition.
10. Printed posters and signs may be at an additional expense to the rep. Contact your regional director to determine if printed signs or posters are available.
11. Greenheck budgets are determined between December and January of each year. It would be best to communicate your desire for Local Trade Show funding in early December of each year. Greenheck new business year begins on 01 April.