



# Code of Conduct for Vendors, Exhibitors, and Presenters

Updated: May 2, 2025

***The Texas Jail Association (TJA) is committed to providing a professional, inclusive, and mission-driven environment at all events. This Code of Conduct applies to vendors, exhibitors, and presenters, and is designed to protect the integrity of our educational mission, the experience of our members, and the reputation of our organization.***

## **ROLE CLARIFICATIONS**

### **Vendors**

Vendors are individuals or companies that provide goods or services relevant to the corrections, law enforcement, or criminal justice professions. This includes, but is not limited to, technology providers, educational services, medical vendors, reentry program representatives, and facility-related suppliers. Vendors may engage in business development, product demonstrations, and networking during TJA-sponsored events.

### **Exhibitors**

Exhibitors are organizations or individuals who have reserved booth space or display areas at TJA conferences or events to showcase products, services, or resources. While many exhibitors are also vendors, not all exhibitors sell goods; some may represent public sector programs, nonprofits, or training initiatives. Their presence is primarily visual and interactive in nature.

### **Presenters**

Presenters are individuals invited or selected to deliver educational content at TJA conferences or events. This includes keynote speakers, workshop leaders, panelists, or facilitators. Presenters are expected to provide informative, accurate, and respectful content aligned with TJA's mission of professional development and ethical excellence in the jail and corrections field.

## **CODE OF CONDUCT**

### **1. Professionalism**

Participants must engage with others respectfully and professionally. Discriminatory, harassing, or otherwise inappropriate conduct toward fellow attendees, presenters, event or hospitality staff will not be tolerated. All participants must conduct themselves in a manner consistent with the values of integrity, respect, and accountability.

### **2. Ethical Behavior and Integrity**

Participants must conduct themselves with honesty, transparency, and fairness. Misrepresentation, false claims, or unprofessional competition are prohibited.

### **3. Sales and Promotional Restrictions (Presenters)**

Presenters are selected to educate, not to sell. Direct promotion of personal, commercial, or for-profit products or services during educational sessions is strictly prohibited. Presenters may mention affiliations when relevant, but the primary focus must remain educational and non-commercial.

#### 4. Dual Role Restrictions (Presenter + Vendor/Exhibitor)

If a presenter is also a registered vendor or exhibitor (or affiliated with one), they are subject to the following additional restrictions:

- **No Marketing While Presenting:** Presenters who are also vendors or exhibitors may not use their status as a presenter to market or promote their product, service, or company while attending sessions, social functions, or other non-exhibit portions of the event. Soliciting business outside of designated exhibit areas is not permitted.
- **Separation of Roles:** Presenters must clearly distinguish their educational role from their commercial role. Any reference to a product, company, or service during a presentation must be educational in context and not promotional. Brand logos, sales pitches, or pricing discussions are prohibited in presentation materials unless explicitly pre-approved by TJA.
- **Respect for Event Integrity:** Presenters may not distribute promotional materials, business cards, or branded items during educational sessions or TJA-sponsored functions outside the exhibit hall. All commercial activity must be confined to their registered exhibit booth and within the bounds of their exhibitor agreement.

#### 5. Registration Requirements

All vendors, exhibitors, and presenters are required to register through the official TJA process. Fees are based on category (e.g., vendor booth, presenter registration, additional badges) and must be paid in full prior to participation. No complimentary registrations are granted for exhibitor or vendor status without written approval from the TJA.

#### 6. Conflict of Interest Disclosure

Participants must disclose any real or potential conflicts of interest, including financial ties to companies, products, or programs discussed at TJA events. TJA reserves the right to review such disclosures and determine whether additional transparency or adjustment is needed.

#### 7. Booth Conduct and Venue Compliance

Exhibitors must remain within designated booth areas and may not block, disrupt, or interfere with other exhibitors or programming. Display content and conduct must be appropriate, professional, and aligned with TJA values. Compliance with all venue rules, safety regulations, and applicable laws is required.

#### 8. Enforcement

TJA reserves the exclusive right to remove any vendor, exhibitor, or presenter for violating this policy — without refund — and to prohibit future participation. Violations may be referred to the appropriate legal or professional authorities where warranted.

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