

# RE:Think

SPINCon 2013 Atlantic City, June 5-7

## Virtual Hosted Buyer Code of Ethics & Terms of Agreement

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### VIRTUAL HOSTED BUYER CODE OF ETHICS

I agree to conduct business according to SPIN's code of ethics. I agree that I will select only those suppliers with whom I have a legitimate opportunity to do business, and **will not mislead any suppliers for the sake of earning SPIN credits.**

I further understand that participating suppliers have paid a fee to meet legitimate buyers and participants must not abuse this partnership, or it will reflect poorly on all members of SPIN.

Any breach of this code of conduct will result in immediate termination of my SPIN membership.

### VIRTUAL HOSTED BUYER TERMS OF AGREEMENT

1. Planner agrees to schedule and meet with participating suppliers over a span of two-and-a-half (2.5) weeks prior to SPINCon 2013 – May 13 to June 4. The planner agrees to attend the appointments with the suppliers chosen by the planner.
2. Breakdown of total number of appointments for reimbursement, based upon Basic Member registration, is as follows:
  - 4 appointments = Registration fee waived
  - 6 appointments = Registration fee waived + 2 nights' hotel (room rate and tax only)
  - 8 appointments = Registration fee reimbursement + 2 nights' hotel (room rate and tax only) + travel reimbursement up to \$250
3. A completed [Credit Card Authorization](#) form is required. SPIN will only charge your credit card if you do not complete the required number of appointments.
4. Acceptance into the Virtual Hosted Buyer Program is non-transferrable.

5. Cancellation: From time of notification and prior to May 6 cancellation must be received in writing ([sara@spinplanners.com](mailto:sara@spinplanners.com)). If you cancel after May 6, your credit card will be charged the SPINCon registration fee.
6. Any hotel cancellation fees, incidental expenses, and additional room nights (beyond any earned room nights) will be the responsibility of the planner.
7. Planners understand that if any scheduled appointment is missed, the planner will receive no reimbursement from SPIN for that appointment and their credit card may be charged.
8. During the week of May 6-10, Virtual Hosted Buyer Program participants will receive the contact information for their matched appointments. We expect all participants (planner and supplier) to be actively working at scheduling appointments with each other.
9. Actual Virtual Hosted Buyer appointments between planners and suppliers will take place via Skype during the weeks of May 13 – June 4.
10. Planners may not solicit suppliers for anything other than legitimate business during their scheduled hosted buyer appointments.
11. Any appointment made on your own and outside of the official SPINCon Virtual Hosted Buyer Program will not be considered an official virtual hosted buyer appointment and will not be counted towards your appointment obligation.
12. A planner may not arrange or accept an appointment if they have no legitimate business need for that appointment.
13. Considering that these Virtual Hosted Buyer appointments are scheduled around your calendar, there are no acceptable reasons for missing the official virtual hosted buyer time frames - this includes education classes, focus groups, board meetings, conference calls, networking receptions, etc.
14. After SPINCon 2013, all participants must fill out the Virtual Hosted Buyer Program survey to receive their reimbursement checks.
15. Reimbursement checks will be mailed to participants the week following SPINCon 2013.
16. Any feedback or quotes may be used in future program material.