



2017 Grainger Show Compliance Letter Template

Overview: Grainger takes its ethical obligations very seriously and wants to ensure we are complying with our attendees' ethics policies. If your organization's ethics policies permit, Grainger will cover the cost of your event fee and/or hotel room rate and tax. As an employee of a government, healthcare, or education-based entity, or receive taxpayer funding that imposes other ethical or fiscal restrictions, you must provide a letter from your Ethics Counsel or Ethics Office indicating that acceptance of these benefits is permitted under your employer's ethics policies. If there are multiple attendees from an organization, an approval letter is required for each, individual employee. Customers will be **required to upload** a compliance letter at the time of registration.

You can use the template below as your letter of acceptance.

Instructions: Complete this template based on the fees that your organization has stated Grainger can cover. The template can be edited as necessary to specify the fees that you've selected as allowable. These fees are broken down by event fee and/or hotel room and tax. If your organization's ethics policy allows, Grainger will cover one or more of these charges, you cannot continue with registration until your compliance letter is uploaded.

Attention: 2017 Grainger Show

This letter confirms that I, _____, *(name of compliance & ethics officer or manager)* as a representative of my organization's Ethics Counsel or Ethics Office, confirm that attending the 2017 Grainger Show held at the Orange County Convention Center in Orlando, FL does not violate our organization's ethics policies. We can accept Grainger's offer to cover the cost of the below item(s) without violation (please check all that apply):

- Event fee, which includes food and beverage, ground transportation, entertainment, and all event related activities
- Hotel room rate and tax over the event dates of Sunday, March 12, 2017 and Monday, March 13, 2017

NOTE: hotel room rate and tax coverage is not applicable for One Day Pass registrations

I understand that the event is scheduled to begin at approximately 4:00PM EST on Sunday, March 12, 2017 and conclude at approximately 1:00PM EST on Tuesday, March 14, 2017. **NOTE:** If the attendee registers for a one-day pass (based on approval), s/he will have to select to attend the show on either Monday, March 13, 2017 or Tuesday, March 14, 2017. As a one-day pass attendee, it is understood that the event is scheduled from 8:00AM EST – 4:00PM EST on Monday, March 13, 2017 and from 9:00AM EST – 1:00PM EST on Tuesday, March 14, 2017.

This letter also confirms the understanding of the scope and purpose of the 2017 Grainger Show, which is to provide the opportunity to interface with leading industry suppliers, attend industry focused seminars and training courses and network with industry peers. This show provides attendees with the opportunity for ongoing professional development. Finally, I am aware and accept that some Grainger suppliers/exhibitors may offer promotional items that advertise their products or brands.

Sincerely,

Date (mm/dd/yyyy): _____

Agency Name or Organization: _____

Approving Manager / Ethics Officer Signature: _____

Approving Manager / Ethics Officer Title: _____

Approving Manager or Ethics Officer Phone: (_____) - _____ - _____ (ext. _____)

Approving Manager or Ethics Officer Email: _____

Attendee Name(s): _____

Attendee Title(s): _____