

Grainger Show 2019 Compliance Instructions & Letter

Overview: Grainger takes its ethical obligations very seriously and wants to ensure we are complying with our attendees' ethics policies. As an **employee of a government, quasi-government, healthcare or education-based organization, or an organization that receives taxpayer funding**, Grainger can only cover the cost of registration, lodging, event specific ground transportation, meals and/or entertainment **IF** a Grainger Show 2019 Compliance Letter is filled out completely **AND** signed by a representative from your Ethics Office, manager or any other member of your organization who can sign on behalf of your organization indicating that acceptance of Grainger's offer of benefits is permitted under the your employer's ethics and business conduct policies, guidelines and regulations.

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 have 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.

Your registration will not be processed until a properly completed Grainger Show 2019 Compliance Letter is uploaded into the registration portal. **NOTE:** A properly completed Grainger Show 2019 Compliance Letter requires **TWO** names/signatures, you as the attendee and a representative from your organization who can sign on behalf of your organization as described above. If there are multiple attendees from an organization, each individual attendee is required to upload a properly completed Compliance Letter.

Grainger Show 2019 Compliance Letter

This letter confirms that I, _____, (**name of compliance, ethics officer or manager**) as a representative authorized to speak on behalf of my organization, confirm that attending the Grainger Show 2019 held at the Orange County Convention Center in Orlando, Florida 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 (One Day Pass), which includes food and beverage, ground transportation, entertainment, and all event related activities from either 10:00AM EST – 8:00PM EST on Sunday, March 3, 2019 or 8:00AM EST – 4:00PM EST on Monday, March 4, 2019 or 8:00AM EST – 1:00PM EST on Tuesday, March 5, 2019.
- Event fee (Three Day Pass), which includes food and beverage, ground transportation, entertainment, and all event related activities from 4:00PM EST on Sunday, March 3, 2019 to 1:00PM EST on Tuesday, March 5, 2019.
- Hotel room rate and tax over the event dates of Sunday, March 3, 2019 and Monday, March 4, 2019. **NOTE:** hotel room rate and tax coverage is not applicable for One Day Pass registrations.

I understand that the scope and purpose of the Grainger Show 2019 is to provide attendees with the opportunity to interface with leading industry suppliers, attend industry focused seminars and training courses and network with industry peers as well as engage in ongoing professional development. Finally, I am aware and accept that some Grainger suppliers/exhibitors may offer promotional items that advertise their products or brands.

ALL FIELDS REQUIRED

Date (mm/dd/yyyy): _____

Agency/Entity/Organization Name: _____

Approving Representative Name (Print): _____

Approving Representative Name (Signature): _____

Approving Representative Title: _____

Approving Representative Phone: (_____) - _____ - _____ (ext. _____)

Approving Representative Email: _____

Attendee Name (Print): _____

Attendee Title(s): _____

Attendee Signature: _____