

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: G-11 Page: 1 of 1 Effective Date: 05/85 Revision Date: 05/90, 1/96, 10/10 Review Date: 10/97, 10/99, 2/02, 10/06, 10/08, 10/10, 11/12, 5/15
Subject: Sale of Books/Journals at SGNA Education Courses	
Review Responsibility: Program Committee	

Policy Statement:

Books and journals of interest to the gastroenterology nurse/associate will be made available for purchase to participants at SGNA educational courses.

Focus:

Primary: SGNA Board of Directors and SGNA Headquarters
Secondary: Authors/Publishers of books/journals

Purpose:

To define guidelines for sale of books/journals at SGNA education courses.

Procedure:

1. Authors and publishers, including the publisher of *Gastroenterology Nursing* and course faculty, may purchase exhibit space under the same contractual agreement offered to other exhibitors.
2. Direct sales are not permitted on the exhibit floor. Orders may be taken, but sales transactions involving the exchange of product for payment are strictly prohibited. Accepting orders on site may have tax implications in the jurisdiction where the exhibit is held.
3. All order taking activities must be confined to the limits of the exhibiting company's booth.
4. SGNA products and publications will be available for purchase at the SGNA Marketplace which will not be located on the exhibit floor. Products and publications will not be available for purchase at the SGNA Booth.
5. Exceptions to this policy may be made at the discretion of the Board of Directors.