



MEMORANDUM

TO: ALL MIDWEST J/RD VENDORS AND BROKERS

FROM: CAT HLOTKE – REGIONAL DIRECTOR OF ART & MARKETING – MW

SUBJECT: Changes to In-Store Demonstration Policies

DATE: JUNE 18, 2020

The safety and well-being of everyone who enters our stores is of our utmost concern and, in light of the recent pandemic, we are implementing a new, National Health & Safety Policy and Agreement for vendors and brokers conducting demonstrations in our stores.

Attached you will find the new policy & agreement document which is effective immediately. Any broker or vendor who wishes to schedule demos must provide the proper proof of insurance—as outlined—and must sign and return the policy agreement before they will be allowed to resume demonstrations. All completed forms and documentation must be uploaded to the www.RDDemos.com portal and documentation must be renewed yearly.

Furthermore—in addition to the standing requirement that all demonstrations must be scheduled and approved ahead in advance via the www.RDDemos.com portal—all demonstrators will be required to sign in at the warehouse prior to conducting a demo, effective July 1st. The sign in sheet will ask for acknowledgement that the demonstrator has read and will abide by all health & safety protocols and is not experiencing any symptoms of a contagious illness.

Additional documentation regarding demo best practices and regional-specific policies are also included. Please review all information.

If you have any questions about these updates or the demo program as a whole, please feel free to reach out to myself or the Midwest Marketing team. Thank you for supporting the demo program and we look forward to seeing you in our stores again soon!