

## **WATMC Stand Allocation Process for 2016**

1. **All 2015 exhibitors** will have their 2015 stand space reserved and placed on hold for the 2016 Exhibition until April 15, 2015.
  - a. All 2015 exhibitors will have to April 15 to submit their contract for their current space or request to move/change stand size.
  - b. After April 15, 2015 all stands without a contract will be released and available for reallocation to current exhibitors wishing to move or new exhibitors wanting space.
2. **Exhibitors keeping their 2015 stand location and stand size** can contract for their 2016 space onsite and receive placement confirmation onsite.
3. **Exhibitors wishing to move their stand or increase stand size that cannot be accommodated in original space:** WATMC can receive contract onsite or at any time up through April 15, 2015. WATMC will process application and advise of placement opportunities after the April 15 deadline
  - a. **If exhibitor wants to decrease stand size:** Decreasing stand size will result in high likelihood of stand relocation/reorientation in hall. Same process will apply as in #3 above.
  - b. **New exhibitor not currently exhibiting:** Will be placed in the exhibit hall on a first come first served basis after all 2015 exhibitors whose contracts have been received by April 15 have been placed.
  - c. After April 15, 2015 all stands without a contract will be released and available for reallocation to current exhibitors wishing to move or new exhibitors want space.
  - d. All exhibit space assignments for contracts received after April 15 will be based on a first come, first served basis
4. **Process for prioritizing stand placement: For 2016 Only:**
  - i. All Exhibitors will have right of first refusal of current space
  - ii. Exhibitors who wish to move or increase in size and need to move to accommodate size increase.
    1. Priority given first to CANSO and ATCA members
    2. If a member, then priority given first to exhibitors who signed letters of agreement to exhibit back in 2011/2012
    3. :Priority then given to company spend at WATMC in 2015 (stand fee, sponsorship fees, advertising fees)
    4. If spend equal then priority given based on date of receipt of contract by WATMC.
5. **Stand placement 2016 and beyond:**
  - a. Exhibitor Advisory Committee: In 2015 WATMC will be setting up an Exhibitor Advisory Committee to support WATMC and the Exhibition in its continued success. Among the items to be considered will be establishing the long term parameters for the process of assigning stand space at WATMC. Detail of this committee will be announced in the near future. If you are interested in participating in such a committee please contact either Kenneth Carlisle or Rugger Smith with WATMC.