

# Booth Allocation Process

1. Booth allocation will open approximately 3 months prior to the date of the Expo.
2. The 'Booth Allocation' process is conducted in order of both the organisations booking date **and** the invoice paid date **on the provision that** full payment is received prior the time of allocations reaching your organisation.
3. If you have not paid your invoice, you will not be allocated a booth.
4. Once full payment has been received you will be placed in the queue and will be contacted via email to choose a booth once we have reached your organisation.
5. In the email, there will be a floor plan attached, in which you will be able to nominate your preferred booths from the available booths at that time.
6. Whilst we do our best to accommodate everyone's requests, please also note that booth allocations are conducted in small groups and therefore we cannot guarantee your preferences. Please respond quickly, as if you have not responded within 3 days, a booth will be allocated to you automatically.

**Please note: We cannot guarantee booth preferences at time of booking or payment.**

Due to COVID, booth allocations for the 2020 expos were placed on hold, however all prior bookings were maintained in order of booking date.