

## **ARTP**

### **Exhibition Stand Booking Policy**

<b>Policy Version:</b>	1
<b>Policy Issue Date:</b>	February 2017
<b>Next Review Date:</b>	February 2020

- Exhibitors will be able to book their stands at the exhibitor venue meeting. This usually takes place in the May before the conference.
- Those attending the meeting will be given first refusal on stand locations. This will be done in the following order:
  - ARTP Corporate Members wishing to book a triple stand
  - ARTP Corporate Members wishing to book a double stand
  - ARTP Corporate Members wishing to book a single stand
  - Non members wishing to book a triple stand
  - Non members wishing to book a double stand
  - Non members wishing to book a single stand
- Where more than one company within a category wishes to take that size of stand, company names will be selected at random to determine priority
- Any companies not attending the exhibitor meeting will not be able to book stands on the same day. Sale of these companies, along with all sponsorship opportunities, will be available on a first come, first served basis from 10am the next working day.
- Charity stands are offered by application on a complimentary basis to registered charities but do not include stand personnel registration costs. These are limited to a single stand the location of which is determined by the conference secretariat. Any charity wishing to book a larger stands or choose a particular location will be charged at the full rate. ARTP Events Committee reserves the right to refuse any application for a charity stand.