

ATIA 2010 Orlando

Showcasing Excellence in Assistive Technology

2011 ORLANDO CONFERENCE SPACE SELECTION POLICIES AND PROCEDURES

1. ATIA must have a signed contract and a 50% deposit before your company is eligible to select space. **Deadline date for submitting the 2011 contract and payment is Monday, January 18, 2010**. Only ATIA member companies (companies who have paid membership dues for 2010) are eligible to participate in the on-site selection process.
2. Space selection is based upon the ATIA priority point system:
 - One priority point for each year of exhibiting (beginning in 1999)
 - One priority point for each booth purchased (at the current year's show only)
 - One priority point (except where noted in the prospectus as otherwise) for each year of sponsorship (beginning in 2004). *Note: points will not be awarded for advertising or the passport to prizes program*
 - One priority point for each year of membership (beginning in 1999)
3. Space selection will be handled on an individual basis and each participating company will be assigned a meeting time where you will have the opportunity to meet with a member of the ATIA Sales Team and discuss your booth preferences, be assigned a booth space, and provide payment information if necessary. Individual meetings will be scheduled based on priority point totals as of the 2010 Orlando Conference.

Space selection assignments onsite will take place on **Thursday, January 28 – Friday, January 29** during the 2010 Orlando Conference. Each meeting will be scheduled at 15 minute intervals and be held in **Hibiscus Room** (ATIA Headquarters Office) located next to the Caribbean Ballroom.
4. If more than one company shares the same number of priority points, selection order will be determined at random before the individual meetings begin on Thursday, January 28.
5. Please make sure to check your priority point total and contact Kendra Afeld at sales@atia.org or (312) 673-5707 if you have any questions.
6. Each participating company should have one representative present at your individual space selection meeting. If your company is unable to provide a representative during the assigned meeting time, Show Management will assign the best available booth space that is consistent in the size & space preferences indicated on your space application.
7. Exhibitors will have a maximum of 15 minutes to select booth space.
8. If an exhibiting company selects a booth size that differs from the square footage requested on the contract, a credit card number must be provided to pay for the additional deposit.

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9. PLEASE NOTE: Please choose booth space carefully. Booth space selected is subject to all rules and regulations noted on the Application for Booth Space, including but not limited to the cancellation policy.

10. LOSS OR TRANSFERENCE OF POINTS:

- Any company that does not participate in the trade show for two consecutive years will lose all earned exhibition points. Membership Points will remain intact.
- For any company that purchases another participating company, the two groups can not combine their earned priority points, but would be allowed to take the highest priority point total of either company as their official total. Merged companies wishing to maintain separate memberships of the business units will maintain their priority points as stand alone companies.
- For companies who did not have membership or exhibit points for a given year, but merged with or acquired a company that did earn points in that year, the new company may retain the point total for the merged or acquired company.
- Parent companies who wish to pick booth space for exhibiting subsidiaries or divisions may use the priority points of the parent company.
- Companies that are under another corporate umbrella who are later stand alone cannot take their points earned in previous years with the parent company. They would start from scratch.
- Companies who wish to exhibit together must choose space during the time slot of the company with the lowest number of points.

11. After the on-site space selection is complete, assignments for Members and Non-Members will be made on a first-come, first-served basis.

12. In the event the booth space you choose is not your first choice and you wish to relocate to a different booth or area which was occupied during the space selection process, you should submit a written request to relocate to show management. We will review these requests, and will contact you if occupied space becomes available.

13. All special cases will be evaluated and resolved at the discretion of Show Management.