

MACH 2028 Stand Space Application Procedure

PLEASE READ ALL OF THE FOLLOWING INFORMATION CAREFULLY:

How to Apply:

All applications must be submitted via the form on the MACH Website.

The form must be submitted before the deadline date for your ballot – please check the schedule of dates to ensure you do not miss your deadline.

All applications will be reviewed and acknowledged – if you do not receive an acknowledgement, please check to ensure that your application has been received.

Once your ballot form has been reviewed, we will contact you and confirm the validity of your choices; common reasons for a stand selection to be ruled invalid include:

- Not meeting the 25% rule
- Being in a product zone that is not appropriate for your company
- Leaving unsaleable space on a block
- Not meeting the minimum meterage requirement to be included in the same draw group as your other selections

Please be aware that joint applications for shared space are not permitted. We will do our best to accommodate requests from companies to be located adjacent to each other but the applications for stand will be assessed, allocated to ballot groups and drawn independently.

IMPORTANT NOTE FOR COMPANIES ENTERING THE BALLOT WHO HAVE ALREADY BOOKED A STAND:

If you have booked a stand in a non-balloted area of the halls, then we will rank this stand after the choices submitted on your ballot form i.e. if you submit 8 ballot choices we will rank your pre-reserved stand as choice 9.

- If you are allocated one of your ballot choices in the draw you will automatically be relocated from your non-ballot stand to your ballot choice and your original stand released without further notice.
- If you are not allocated one of your ballot choices you will not be assigned an additional stand but will remain on your non-ballot area stand unless a representative present at the ballot makes an alternative choice.

N.B Due to the nature of the ballot some of your choices may still be available but not in the exact original format – i.e they may have changed size/shape slightly during the process. In this case the draw panel will make a decision as to whether the ballot choice is still valid unless a representative present at the ballot makes an alternative choice.

How your ballot group is assigned:

- 1) Ballots for MACH 2028 are for Members only
- 2) Member applications over 200m are assigned to ballot 1, 199m and below are assigned to ballot 2, this is based on the meterage of your 1st choice stand selection.
- 3) Ballots applications are sorted into the ballot groups by stand size (see Ballot Groupings sheet)
- 4) The groups are then sorted into sub-groups based on loyalty points. One point is for each of the last 6 MACH shows (2014 to 2026) at which the applicant has exhibited to a maximum of 5 points.

Ballot Procedure:

- A. An independent adjudicator is present throughout the draw to ensure the process is impartial.
- B. The ballot is conducted in order of decreasing size i.e. largest ballot group is first; then by decreasing order of loyalty points i.e. applicants with 5 loyalty points are balloted first.
- C. Applicants are then drawn at random. Stand space is allocated as prioritised on the application form - numbered 1 to 8. If none of the applicant's preferences are available, a stand is selected by the panel that is comparable to the criteria and location specified by the applicant (unless the applicant has reserved non ballot space).

Procedure for Ballot 2 - MTA members

MTA members (excluding those in ballot 1) and other potential exhibitors are notified by email.

MTA member companies will be drawn first with steps A, B, and C repeated as above. This completes the ballot process for MTA members.

Need Additional Information?

We hope that this breakdown will help you understand the procedures used during the ballot process but if you have any questions please email mach@mta.org.uk