MACH 2028 Guidance on Selecting Your Stands

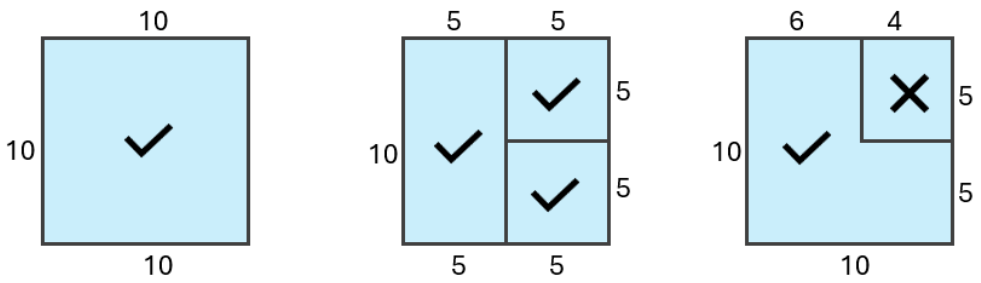
Please follow the guidance below to ensure that your stand selections are valid:

1. **Fill in your application form online via the MACH website**

   Remember the more information you provide the better we will understand what you need from your stand so let us know your special requirements *e.g. my machine is 9m long so a minimum 11m frontage is needed*.

2. **Check the division rules below:**

   Stands must occupy at least 25% of the block they occupy:



3. **Aisle Amendments**

   The coloured aisles represent those which are required by the venue as emergency routes or critical operational reasons. **These aisles cannot be moved or amended**

   Exhibitors can request white coloured aisles be amended but the MTA reserves the right to refuse if the requested amendment will impact other stand holders or other aspects of the show.

   The MTA also reserves the right to refuse to create new aisles through blocks as this negatively impacts the available stand space at the exhibition

   Exhibitors who select 2 stands divided by an aisle have the option to sponsor the aisle carpet in their own colours – details on request.

4. **List your choices in order of preference**

   1 being your preferred location, 2 your second choice etc...)

5. **Make sure all your choices are valid for the Ballot Group**
   Your ballot group is assigned on the meterage of your first-choice stand. All your other choices must be within the same group or within 10% of the lower group boundary.

   e.g.

Choice 1	6-111	110m	This would mean you are assigned to ballot group G 100-149m
Choice 2	6-222	105m	Allowed as within 100-149m
Choice 3	6-333	98m	Allowed as within 10% of the 100m boundary
Choice 4	6-444	87m	Too small to be included

   Please note the exception to this is ballot Group E; exhibitors wishing to enter ballot 1 must have all choices over 200m^2 and it is at the discretion of the draw panel to decide if a stand below 200m^2 can be allocated (if for example, a stand of 20 x 10 = 200m^2 contained a pillar that reduces its area to 198.56m^2)

6. **Return your application to the MTA by the deadline date:**

   Ballot 1 - Friday 5th June

   Ballot 2 - Tuesday 30th June

   All applications will be acknowledged –the MTA regretfully cannot accept responsibility for applications which have not received and acknowledge. If you do not receive a confirmation, please check to see your application has been received.

IMPORTANT – Please note the MTA reserves the right to amend any aspect of the plan in the lead up to and during the ballot. The MTA also reserves the right to decline a stand selection that would lead to unsaleable space remaining, would adversely affect other exhibitors or which will unreasonably interrupt visitor flow.