

## **“Frequently Asked Questions”**

### **ProMat 2009 Space Draw**

**Wednesday, November 7, 2007**

Starting at 9:00AM CST

(Continental breakfast available at 7:30AM)

**Chicago Hilton and Towers, Continental Ballroom**

**720 South Michigan Avenue**

**Chicago, IL 60605**

**(312) 922-4400**

#### **1.) Do I have to attend the Space Draw in order to participate?**

No, you do not have to be present to participate in the draw. What is required to participate is that you submit your ProMat 2009 signed exhibit lease, rules and regulations documents along with a 25% deposit. **All materials must be received in MHIA's Charlotte, NC ( 8720 Red Oak Blvd., Suite 201, Charlotte, NC 28217) office by 5:00PM EST. on November 6, 2007.**

#### **2.) What is the process for the Space Draw and how many points will I have?**

Each company participating in the Space Draw receives a point credit for participation in ProMat 2009 along with any NA or ProMat shows for the previous five years. The company with the highest point total gets the first selection and the process continues in sequence based upon point totals. A complete explanation of the point total formula is detailed in Section # 1, Item 1 in the ProMat 2009 Rules and Regulations Document. A copy is contained in the Exhibitor Prospectus.

#### **3.) How many booth choices should I list on my lease?**

You can list up to 6 choices on the lease. If you wish you can attach a separate list of choices if you have more than 6 selections.

#### **4.) What happens if none of my booth choices are available?**

If you are present at the draw you will be able to view the floorplan and make any selection you wish based upon available exhibit space. If you are not present the MHIA staff will look at all the options available on the floorplan and make a selection based upon the booth dimensions and locations that were specified on the lease.

#### **5.) What is the “Designated Area” indicated on the floorplan and why is it important to me?**

The area marked as the “designated area” pertains to the interior booths inside the dotted line boundaries. If you select a booth **within** the designated area you **must** select it as it is configured. In other words you will not be able to reconfigure a booth within the designated area. However you **can** reconfigure a booth that is located outside the designated area. An example of this would be for an exhibitor to select booth # 641 (50' x 50') and elect to take only half of the booth equaling (50' x 25'). Another example would be for an exhibitor to combine booths to create a single booth. This example would be an

exhibitor selecting booth # 1241, 1441 and 1244 to create a single booth measuring 50' x 35'. Once the last company in the space draw selects a booth and the official process has concluded the designated area boundaries no longer apply. At this time exhibitors can reconfigure any booths that are still available within the former designated area. All booth reconfigurations are subject to MHIA Staff approval.

**6.) What are the benefits of being present for the draw?**

If you or a representative from your company are present at the space draw you will be able to view the floorplan in “real time” as the exhibitors that have selected before you may have modified the floorplan based upon their selections. The benefit is that the remnants of a reconfigured booth may be more desirable to you than your earlier selections. You can also make your selection based upon a partner or a competitor’s location assuming that they have selected prior to you. If you are not present to see the floorplan changes, MHIA will execute the booth options based upon your original selections and input indicated on your lease.

**7.) What payment options are available for my booth deposit?**

You can pay your deposit with either a company check or a credit card (American Express, Visa, and Master Card)

**8.) How long does the Space Draw take?**

The total time is normally 4-6 hours. You can see what your selection number is on the day of the draw and determine approximately when your selection will take place. A complimentary continental breakfast and lunch will be served in the Space Draw room.

**9.) Additional Questions?**

**Please contact: Tom Carbott**

**Vice President –Sales**

**Phone: 704-714-8716 (direct)**

**800-345-1815**

**Fax: 704-676-1199**

**E-mail [tcarbott@mhia.org](mailto:tcarbott@mhia.org)**

**[www.ProMatShow.com](http://www.ProMatShow.com)**

- **Greg Baer –Senior Sales Representative 704-714-8725**
- **Andy Revels- Sales Representative 704-714-8715**
- **Noni Jennings – Inside Sales Representative 704-714-8717**
- **Melissa Foskey – Sales Assistant-704-714-8713**