



## IAAPI SPACE ALLOCATION POLICY IAAPI AMUSEMENT EXPO 2020

All companies willing to participate/ book space at IAAPI AMUSEMENT EXPO 2020 are requested to fill in the space booking form.

- 1) Please mention your first THREE preferred locations priority wise in the space booking form.
- 2) All space booking forms will be submitted to IAAPI's Space Allocation Committee.
- 3) The committee will decide and allocate the space based on factors of seniority in terms of membership, exhibitor ship, area booked etc
- 4) No exhibitor will be allowed space confirmation until the space booking form is reviewed by the committee.
- 5) The space booking confirmation will be conveyed to the exhibiting companies shortly after the review and opinion of the committee on space allocation.
- 6) The decision of the committee will be final.
- 7) The Secretariat will keep you informed on the committee decision and further procedures towards confirmation of space booking.
- 8) Booth allocation will be conveyed only on or after **15<sup>th</sup> April 2019**. Advance amount will be accepted only after space allocation. Every participating company should adhere to follow the appended payment terms:
  - 25 % due with contract within 30 working days of receiving the invoice (Forfeited if the next 25% amount is not received on the scheduled date)
  - 25% due before 31<sup>st</sup> October 2019
  - 50% due before 31<sup>st</sup> December 2019
  - 100% advance amount to be paid by exhibitors who book their booth after 31<sup>st</sup> December 2019

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### NOTE-

- Once a booth is booked, IAAPI will not encourage reduction/ cancellation in the booth space. In such cases, you may lose the priority to book a good location in the next event.
- You are requested to send in your space allocation form duly filled and signed to IAAPI Secretariat (To IAAPI Secretariat, by courier or email to [amusementexpo@iaapi.org](mailto:amusementexpo@iaapi.org))

**For any further queries and clarifications please contact IAAPI Secretariat on  
Email: [amusementexpo@iaapi.org](mailto:amusementexpo@iaapi.org) / Cell: +91 99674 99933**