

MACH 2024 Stand Space Application Procedure

PLEASE READ ALL OF THE FOLLOWING INFORMATION CAREFULLY:

APPLICATIONS:

You can submit your application form electronically; either using the online form or by scanning in your application and emailing it to mach@mta.org.uk, we strongly recommend using the online form to ensure your form is logged in the system.

Applications must be received by the MTA before the deadline date for your ballot – please check the schedule of dates to ensure you do not miss your deadline.

If you are applying for a stand in a product zone your business must be appropriate for that zone or your stand selections will be declared void.

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

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.

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.

BALLOT PROCEDURE:

- Applications received are checked to ensure they conform to the guidelines e.g. company is relevant to the selected product zones.
- Applications are then sorted into the ballot groups by stand size (see Ballot Groupings sheet) and are assigned loyalty points (maximum of 5); one point is for each of the last 5 MACH shows (2010 to 2018) at which the applicant has exhibited.
- 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.
- Applicants are then placed into a ballot box and the draw is made by the independent adjudicator. Stand space is allocated as prioritised on the stand space 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 no ballot space).
- All MTA Membership fees must be paid in order for a member to enter the ballot.

MACH is owned and organised by:

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Procedure for Ballot 2 - MTA members

MTA members (excluding those in ballot 1) and other potential exhibitors are notified by email and then mailed a floor plans and a Stand Space Application Form for Ballot 2.

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

Non-members

Following the conclusion of the MTA member ballots, non-member companies will then be drawn and steps A, B, C, and D are repeated as above.

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 consult our FAQ's page on the MACH Website or email Nicola Harrison at nharrison@mta.org.uk