



PIA SOP S-104-4 Form

Booths are allocated based on a point system according to PIA SOP S-104-4

Point Calculation			
Group	No of Years	No Of Points	Important Information
Number of years continuous company membership:			One point for each three years of continuous membership up to a maximum of four points.
Number of years company member headed a committee:			One point for each year up to a maximum of four points. Only one point per year regardless of number of positions
Number of years company served on a committee:			One point for each three years up to a maximum of four points
Number of uninterrupted years exhibiting at a Symposium:			One point for each Symposium up to a maximum of four points
Total Points:			Maximum of 16 points. Maximum of four points per group

Booth Selection Assignment Priority Reference (Section 4 of S-104-4)

Full details of SOP S-104-4 are available on page 2 or at the PIA Website: www.pia.com

• **1. Booth Allocation Priority**

Exhibitors who have submitted their registration during the initial registration period will be arranged into categories depending upon the type and length of membership etc. The following outlines the process of booth allocation priority.

- Highest priority is given to Category 1 through Category 6
- Companies with shared interests that wish to be adjacent to each other will be allowed to be together as long as each company involved purchases one booth in order to be part of the combined group. The company with the most points will be responsible for purchasing these booths for this specific group, and that company's total points will be used for priority. The rates will apply separately to each company in those groups.

The following outlines Categories 1 - 6:

- Priority within each Category is based on highest number of points and on number of booths rented
- Exhibitors with equal points and who desire the same booth will be subject to a random selection
 - Category 1 - Exhibitors with more than two years full membership
 - Category 2 - Exhibitors with less than two years full membership
 - Category 3 - Exhibitors with Affiliate membership
 - Category 4 - Exhibitors with no membership
 - Category 5 - Exhibitors stripped of points due to previous Symposium rule infractions
 - Category 6 - Once all booths have been allocated, a waiting list will be started. Should booth space become available it will be allocated on a first-come first-served basis on this list

The following outlines how points are awarded; Group 1 - Group 4:

Maximum of 16 points - 4 points per Group

- Group 1 - Number of years continues PIA company membership - One point for each three years of continuous membership up to a **maximum of 4 points**
- Group 2 - Number of years a company member chaired a committee or served as an officer - One point for each year up to a **maximum of 4 points.** Only one point per year regardless of number of positions
- Group 3 - Number of years company served on a committee - One point for each three years up to a **maximum of 4 points**
- Group 4 - Number of uninterrupted years exhibiting at a Symposium - One point for each Symposium **up to a maximum of 4 points**



PIA SOP S-104-4

1. General

PIA SOP S-104-4 establishes exhibiting rules and outlines the process used for the assigning of Exhibiting booth space for PIA Symposium events and defines the sub-committee's authority/responsibilities.

2. Purpose

The purpose of S-104-4 is to ensure fair allocation of Exhibit space to exhibitors at PIA Symposium's. This SOP also outlines the responsibilities of the exhibitor and the guidelines that they are to operate by.

It is important to note that each Symposium shall essentially have its own addendum of rules and regulations to allow for various scenarios and special requirements that may be necessary.

3. Selection Information

During the registration period, an Exhibit area diagram will be made available on the PIA website (www.pia.com). This diagram will display the Exhibit area layout and provide Exhibitors the opportunity to select the location of the booth space where they would like to exhibit.

Exhibitors will proceed by completing the registration form and choosing up to six different locations and specifying their selection in order of priority from 1 – 6 (*1 being the highest priority*). The registration form must be submitted during the initial registration period to be included in the first phase of booth allocation. This enables your company to a greater chance of being assigned your preferred booth location. The initial allocation of booth space will be ascertained as fairly as possibly using a point system. Points are earned according to the length of membership and the level of activity the member has had within the PIA. After the initial registration period booth space will be assigned on a first-come first-served basis.

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- Group 4 - Number of uninterrupted years exhibiting at a Symposium – One point for each Symposium up to a **maximum of 4 points**

5. Cancellations & Refunds

Refer to the Exhibitor contract specific to the Symposium in question