



How to Apply for Exhibit Space

Online Application

New for 2020! You can submit the *Application & Contract for Exhibit Space* and pay your deposit online. To complete the *Application & Contract for Exhibit Space*, please visit <https://tinyurl.com/yactbr99>.

Exhibit Space Assignment Procedure

The exhibit space assignment process is on a first-come, first-served basis. Once your application and deposit are received, Show Management will send an email to schedule a specific appointment time to select space. Appointments will continue, on a rolling basis, until all space has been assigned. Below is a more detailed description of how the process will work.

1. Application and deposit are submitted.
2. Show Management sends an email with a specific *appointment time. You will be asked to **reply to the appointment request with five (5) exhibit space preferences**. Calls will not be rescheduled.
3. **We recommend that you review the online floor plan** prior to your appointment time to ensure your browser has connectivity and review available booth locations prior to your call.
4. Call in at your scheduled appointment time to select space. **Calls will be limited in length to 10 minutes, so be sure to have any logistical issues addressed in advance of the call with your display house or GES**. Be sure to share and review, with GES or your display house, the [Overview Floorplan and Exhibit Construction Guidelines](#) for any reduced floor loads, reduced ceiling heights, no crane pick zones, reduced fork lift zones, etc.
5. Once your space has been assigned, Show Management will send you a confirmation email with your booth assignment.

***PLEASE NOTE:** If you are unavailable for your scheduled appointment time, please be sure someone from your company, who is authorized to select booth space, is available for the call. If you miss your call, Show Management will assign you one of your five (5) booth preferences, or the best available booth.

Membership Information:

National Mining Association (NMA) is the sponsor of MINE expo INTERNATIONAL. If you are not an NMA member and are interested in the member benefits for MINE expo 2020, please contact NMA at info@nma.org.

If you have any questions, please contact:
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