

## Booking Process

Please refer to the stand booking form - Annex A. Please complete this form making reference to Annex B - Floor Plan (*please note – periodic updates to this floor plan will be posted separately on the Industry Exhibition Webpage*) - which shows the available stands with their individual reference numbers.

**Important: Please send any applications to [industry.exhibition@iho.int](mailto:industry.exhibition@iho.int).** Applications will primarily be handled on a first come first served basis, but every effort will be made to accommodate the preferences of all participants. To aid in allocating stands, please use the space in the booking form provided to indicate your 1st, 2nd and 3rd preferences.

Once your application form has been received, a member of IHO Secretariat staff will be in touch to confirm or discuss your choice of stand(s). Once agreed, you will be supplied with an invoice for the total cost of the stand and the indicated deposit (10%), which must be paid within two weeks of receipt of the invoice. The total cost of the stand is based upon the rate of EUR 300 Per Square Meter. **Receipt of the deposit confirms your stand allocation.** *The IHO reserves the right to reallocate stands if the deposit is not paid by the deadline.*

Once your deposit has been received, you will be required to fill out the exhibitors form in Annex C - the Exhibitors Guide. Using this form you will be able to indicate any furniture or other services that you may require, the arrangements (including supplementary payments) for which will be made directly with the Grimaldi Forum Team. Please note that the cost of the stand includes the shell of the stand, basic lighting, electrical supply, carpet and the name of your company/organisation printed onto signage attached to the top of the booth. Specific furniture, IT equipment, dedicated internet provision etc. must be organised directly with the team at the Grimaldi Forum. All of these details are included in Annex C.

## Floor plan and Stand information

Please refer to Annex A and Annex B for detailed information on the floor plan in relation to the other Assembly activities and the stands. Should you wish to bring your own stand infrastructure, this is possible subject to conformance with the logistic and health and safety requirements set out in the exhibitors guide. The price will remain the same and calculated on the basis of the total m2 footprint of your proposed stand. It is also possible to purchase more than one stand, subject to availability. All of this must be indicated on the booking form at Annex A.

Please note, there will be further information provided in due course regarding separate sponsorship opportunities.

Please any applications or questions to - [industry.exhibition@iho.int](mailto:industry.exhibition@iho.int).