

## PROCEDURE FOR ALLOCATING EXHIBITION SPACES at the 25th edition of the Specialized Exhibition "EXPOAPA"

### 1. Contracting stages

The first contracting phase is dedicated exclusively to **ARA members** and will last **10 days, from Wednesday, March 5th, 2025, to Friday, March 14th, 2025.**

The second phase is **open to all other interested companies** and will start on **Monday, March 17th, 2025.**

### 2. Stand reservation procedure

Reservations are made by submitting a written request via email, following these steps:

1. **Submitting the request:** exhibitors must send their requests to [expoapa@ara.ro](mailto:expoapa@ara.ro), specifying three stand preferences and their number as in the attached technical layout, in order of priority:  
Example : 1. stand no. 44 (most preferred)  
                  2. stand no. 43  
                  3. stand no. 45 (least preferred)
2. **Confirmation of reservation:** ARA representatives will review the request and confirm the reservation within 48 hours via an official response.
3. **Adjusting selection:** if all three selected stands are already booked, ARA will provide alternative stand options based on availability.
4. **Contracting process:** once the reservation is confirmed, the contractual process will begin under the established terms and conditions.

### 3. Stand allocation rules

To ensure a fair allocation process, the following rules apply:

1. Only companies with no outstanding debts from previous EXPOAPA editions can reserve a stand.
2. Stand allocation follows the order of request submissions (priority is given to earlier requests).
3. Technical Corridor: if adjacent stands are booked together, the 0.5m-wide technical corridor (marked in red on the layout) will become part of the stand and will be included in the rental cost.
4. Stand size compliance: stands must be selected according to the exact dimensions indicated in the layout (no modifications or partitioning allowed).

### 4. Additional details

- The technical layout includes stand numbers (top left) and stand sizes in square meters (top right).

- Near the „ARA Welcome” Stand (No. 1) is the main access point to the exhibition area.
- The „ARA-CT” Stand (No. 95) is reserved for Territorial Committees of Regional Water Companies.
- Booths located in the "Expo Utilaje" will be set up in the area designated on the floor plan, according to the preferences expressed by exhibitors.
  - Equipment access in the "Expo Utilaje" area is limited to machines with maximum dimensions of 4.5m width x 4.9m height, and only a small amount of fuel is allowed in tanks for maneuvering.
  - The maximum exhibition space height is 7m.
  - **Loyalty Discount:** A compensatory discount is granted to companies that participated in EXPOAPA 2024, particularly those with indoor stands, to offset potential discomfort caused by previous exhibition conditions.

This procedure aims to ensure a clear and efficient organization of the exhibition stand selection process for the 25th edition of the specialized exhibition "EXPOAPA", guaranteeing transparency and compliance with the established criteria.

**Date,**  
**03.03.2025**

*Prepared by,*

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