

## PROCEDURE FOR ALLOCATING EXHIBITION SPACES at the 26th edition of the Specialized Exhibition "ExpoApa"

### 1. Contracting stages

The **first contracting stage** is dedicated exclusively to companies that participated as exhibitors at "ExpoApa" 2025, which will have priority in keeping the stand they selected at the previous edition. This stage will take place over **7 days**, starting **Monday, 16.03.2026**, until **Monday, 23.03.2026**.

The **second contracting stage** is dedicated to **ARA member companies** that **did not participate as exhibitors** at "ExpoApa" 2025 and will take place over **7 days**, starting **Tuesday, 24.03.2026**, until **Tuesday, 31.03.2026**.

The **third contracting stage** is dedicated to other companies interested in participating in the exhibition and will begin on **Wednesday, 01.04.2026**.

### 2. Stand reservation procedure

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

#### 2.1. Stand reservation procedure for the first contracting stage (companies that exhibited at the ExpoApa 2025 edition)

- 1. Submitting the request:** exhibitors will send by e-mail, to [expoapa@ara.ro](mailto:expoapa@ara.ro), whether or not they wish to keep the space they occupied during the ExpoApa 2025 edition. If they opt for a different space, they will submit three options for the desired stand, in the following order: 1 – the most preferred stand / 3 – the least preferred stand, specifying the stand numbers according to the attached technical layout.  
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.

#### 2.2. Stand reservation procedure for the second and third contracting stages (ARA member companies that did NOT exhibit at the ExpoApa 2025 edition and other interested companies)

- 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: 1 – the most preferred stand / 3 – the least preferred stand, specifying the stand numbers according to the attached technical layout.  
Example. : 1. stand no. 44 (most preferred)  
2. stand no. 43  
3. stand no. 45 (least preferred)

## Annex 1

- 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.** Priority for grouped adjacent stands: in the case of groups of adjacent stands, priority in the reservation process will be given to companies that opt for the entire group of stands, rather than those that wish to reserve only a single stand from that group.
- 4.** 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.
- 5.** 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).
- One square in the layout grid represents 1 sqm.
- Technical corridors are indicated along the perimeter of the stands with red lines.
- 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 2025.

This procedure aims to ensure a clear and efficient organization of the stand selection process, while guaranteeing transparency and compliance with the established criteria.

ExpoApa Coordinator  
Eng. Daniel Craia



Date  
13.03.2026