

## NACUFS Space Assignment Process

NACUFS utilizes two different space selection phases for its national conference Showcase.

### Phase One

For the first phase of space sales, current industry members that have priority points are eligible to apply for space (up to 400 sq ft.). For those that submit all the required paperwork, they are placed in selection order based on #1) priority points #2) date/time application was received. Depending upon the number of applications, some requests may not be able to be filled during this phase as NACUFS must reserve 25% of the total number of spaces to sell during the second phase.

### Phase Two

During the second phase of space sales, the remaining spaces are available on a first-come, first-served basis. There is no preference given to companies with priority points, and member status is not considered.

### Priority Point Accrual

For questions about actual priority points, please see NACUFS Priority Point System or Priority Point System FAQs.

### Sample Calendar for space assignment process:

August	Current industry members are informed of their priority points via email.
August 31	Deadline for point discrepancy questions or requests to group select with other companies.
September 1	Phase One Opens: Current industry members with priority points are sent the Exhibit Space Application & Contract, Participation Form, and floor plan via email.
September 30	Phase One Closes: Deadline for Current industry members to email or mail their Exhibit Space Application & Contract and the Participation Form to NACUFS in order to participate in the priority selection phase
Early to Mid-October	Exhibitors select their space during assigned call time with NACUFS staff.
October 31	50% space deposit due in association office from companies who reserved their space during the first phase of selection.
November 1	Phase Two Opens: The remaining spaces are rented on a first-come, first-served basis, and require a 50% deposit with booth space application.
January 31	Full balance is due for all space. Any booth space requests after this time will require 100% payment with application.