

Booth Allocation Process

Please see the Booth Allocation Process steps below:

1. Booth allocation starts approximately 5 to 6 months prior to the date of the Expo.
2. The booth allocation process is conducted in order of both the organisations booking date and the invoice paid date. Your organisation will only be eligible for a booth once full payment is received.
3. Once booth allocations open, each eligible organisation will be contacted via email to choose a booth in order of booked/paid date.
4. The email will contain a link for the online booth booking system.
5. You will be able to see the floor plan and vacant booths that you can choose from. You will only see the booths you are eligible to book eg. if you are a Gold Sponsor, you will only be given the choice of available Gold Sponsor booths.
6. Please note that the system is live and in real time. As there may be multiple exhibitors with a valid link at any one time, the information in the booking system is only valid at the time you click the link. (The system operates in a similar way to airplane or concert seat selection – booths are only allocated to you once a selection is made).
7. Please choose your booth promptly to secure your preferred booth. We are not able to hold or pause the booking system for any one exhibitor.
8. Once you have selected your booth, a confirmation email will follow confirming your selection.
9. Once you have selected your booth online, you are not able to change it online should you make an error or change your mind. If that occurs, please email **events@impactinstitute.com.au** or call **02 9025 9380**

Please note: We cannot guarantee Booth preferences at time of booking or payment.