



TESOL Arabia Conference and Exhibition 2012

Exhibitor Guidelines

- There are two rates listed for exhibition stands. To be eligible for the discounted rates, the Exhibitor Registration form and **payment** **MUST** be received on or before **Thursday, January 26, 2012**.
- Payment for all exhibition stands **MUST** be received *before* the Conference. **Access will not be granted if payment has not been received.**
- Each 4m² stand will be allocated **2 passes**, which will provide access to all areas of the event including conference sessions but excluding the Job Fair. For example, a 6m² stand will receive 3 passes, and 8m² stand 4 passes, and so forth.
- These passes can only be used by the designated persons. Substitutions for any of these passes will be possible up to and including **Thursday, February 16, 2012**.
- Nominations for designated persons must be received by IC&E no later than **Thursday, February 16, 2012**. After this date, any additional staff will have to register on-site at the higher rate. We encourage you to adhere to this deadline as you will benefit from the cheaper registration rate.
- Exhibitor registration for the collection of conference passes will open from 2:00 pm on the afternoon of Wednesday, 7, 2012.
- Stands will be allocated at the end of February by IC&E, in conjunction with the TESOL Arabia Conference Organizing Committee. Once allocation has been completed, you will receive confirmation of your stand number and a copy of the floor plan.