Thank you for your interest in participating in METSTRADE. Please find below the information on how we will process your request to participate in the show.

## **Our Entry Committee**

When you sign up for METSTRADE as a new exhibitor, our team will check your new entry and examine your company. Every new entry has to be reviewed by our Entry Committee (EC), to make sure you fit the criteria to participate in METSTRADE. Since the launch of METSTRADE, the EC is assigned to guarantee the maintenance of the high exhibition quality.

The EC is a group of professionals with years of industry experience whom are appointed by the overarching METSTRADE Exhibition Committee. To ensure that all contact goes through our own team and the process remains fair, we have chosen to keep the EC members anonymous.

## Supply your information to review

During the reviewing process, the EC bases their decision on:

- Your company website (preferably a nautical page)
- Your brochure or references
- Your company profile
- Your product information

All information needs to be supplied in English.

In case the EC considers the supplied information as insufficient, you risk your company is denied show participation. The EC may ask for more information if necessary - resulting in a prolonged process.

If you are a distributor, you need to deliver an approval of every manufacturer you bring products from. This approval will be reviewed on a yearly basis. Please note that as a distributor, you are only allowed if your manufacturer is not already exhibiting at METSTRADE. In case you want to bring an in-house manufactured product, you are obliged to indicate this clearly and to send a brochure of this product.

## Time line

The outcome of the EC reviewing process takes up to a maximum of two weeks (i.e. 10 workdays) after which you will be notified. If denied, you will be given an explanation. In addition, you will be given one chance to appeal via written communication. In case of a second denial, you are able to apply again for the next edition of the show.