

Standard UMC Show Selection Procedure

1. Receive applications from Administrator after the deadline date. Administrator has time stamped them as to when they were received.
 2. Review all applications for category allotment (10% of show can be a category) confirm category numbers.
 3. Pull and identify applications that surpass category limit. Notify applicants that have been placed on waitlist.
 4. Place all valid applications in order received.
 5. Identify applications with special requests. These requests will be honored in the order they were received. There is no guarantee this will happen.
 6. Identify sizes and types of spaces requests. ie. number of 10x7 straight, corners, 15X7.
 7. Begin placement of applications being very aware of category placement and special requests. Placement does not need to occur in numerical order of the show layout. Same space requests are made for a reason and should be honored when possible.
 8. Follow seven until show spaces are filled.
 9. Any accepted applicant that does not receive their 1st request or special request should be contacted on an individual basis to inform them and ask if they want to be on a waiting list for their first choice.
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