



February 19-21, 2025

The Henry B. González Convention Center
San Antonio Texas

Space Draw Guidelines and Priority Points

EXHIBIT SPACE ASSIGNMENT FOR IRE

Space Draw determines the initial assignment of space and is conducted in priority point order. The process is changing slightly for the 2025 expo. This for the first time we will be conducting space draw for all existing exhibitors prior to and during the 2024 expo. We will no longer conduct space draw in two phases but instead we will assign both large and smaller booths in sequence. The process will begin in early January with booths over 400 square feet and then immediately move into booth selection for companies securing booths under 400 Square feet. This process will culminate at the end of the 2024 International Roofing Expo.

Important change to earning Priority Points

In recognition of IRE sponsors The International Roofing Expo will be awarding ½ priority point for every \$5000 spent in IRE sponsorships. This way will allow companies the ability to directly affect their priority points and selection order.

Priority Points rules

The selection process is ordered from the companies with the most point selecting first and moving down the list to the companies with least seniority.

How points are earned

- One point is assigned for every year your company has exhibited at the International Roofing Expo
- One ½ point is earned for every \$5,000 in sponsorship spend at IRE 2024

How priority point ties are broken

- In the event of a tie the company with the most square feet at the 2024 expo will select first
- In event that a tie still exists the company with the highest sponsorship spend will select first

SPACE DRAW PROCESS

- Exhibitors will be notified at least 1 week prior to the space draw selection process of their space draw appointment time and date. Exhibitors will be required to select their exhibit space, complete, and sign their booth application and provide the required deposit at their scheduled time. To hold the onsite rates exhibitors will be required to submit a deposit with their application. Exhibitors not able to make a deposit at the time of submission will default to the standard rate.
 - Please make every effort to be available and/or provide us with alternate contact information in the event you will not or may not be available.
 - We cannot hold up the process for missed appointments and will continue to move forward. If an exhibitor misses their appointment, they will be worked into the current schedule once we are able to get ahold of them or when they are able to call in.
 - The live floor plan for 2025 will be updated continually throughout the process.
 - If you will be unavailable at your appointment time and would like your sales representative to select your booth for you, please let us know and we will select the best available booth for you at your appointment time.

ABOUT PRIORITY POINTS

Priority points are used by the IRE to help determine the order of exhibit space selection by allowing companies that have the most Priority Points to select space first. The Priority Points system is designed to create a fair and balanced system that allows for impartiality in booth selection while also rewarding those exhibitors that participate and exhibit in the IRE annually and commit to that participation during the earliest stage of planning.

HOW PRIORITY POINTS ARE EARNED

Priority points are earned by exhibiting at the IRE. Each year you exhibit at the IRE a point is awarded. An additional point is awarded to any company who has a current and active membership of the National Roofing Contractors Association (NRCA) for the current year's point calculation and booth selection. The points awarded for NRCA membership are not cumulative. Additionally, a new system of awarding a ½ point for every \$5,000 spent in sponsorship will commence with the 2024 event affecting the 2025 booth selection.

MERGERS & ACQUISITIONS

In cases of merger or acquisition, the surviving company, or the acquiring company, may elect to receive the higher points from the company that was merged out of existence, or from the sold company, in lieu of its own existing points. There will be no aggregation of points. Show Management must be notified in writing of these mergers, acquisitions and/or divisional blending so that appropriate points may be applied.

EXHIBITING WITH ANOTHER COMPANY

If two or more separate companies wish to exhibit together or in contiguous space, space will be assigned according to the priority points of the company with the lowest points. Points of each participating company will not be added together for space assignment. A minimum of 100 square feet per company is required. Subletting of space is not permitted. A separate contract is required from each company.

In the case of companies with multiple divisions who had exhibited independently but now exhibit as one company, there will be no aggregation of points. The surviving division may elect to receive the higher of the two-point totals. In doing so, the other division forfeits its existing points.

ENFORCEMENT OF PRIORITY POINT POLICY

The IRE reserves the right to alter the Priority Point Policy at any time. In interpreting the Priority Point Policy, the final decision on any issue rests with the Show Management.

FLOOR PLAN

At the time of each company's selection, available space is based on existing space configurations as noted on the floor plan. Show Management has the sole authority to make changes to the existing configurations, as it is deemed necessary for the success of the overall exhibition.