

# Participation Procedure v2



## Expo 2022 Floriade Almere, the Netherlands

The procedure for approval on participation is a formal process, which is described underneath. Because participation is always tailor made, in most cases a period of informal consultation precedes.

### 1. Application form and 'Theme Statement'

Fill in the application form to register for participating in Expo 2022 Floriade Almere. Send it by email to [participants@floriade.com](mailto:participants@floriade.com) or to your point of contact at Floriade.

### 2. Check with government (if necessary)

After registration organiser shall (if necessary) inform the respective governments of the would-be Participants' intention to participate in the Expo. Requests for participation shall only be considered upon approval by the respective government.

### 3. Confirm participation

#### Official Participants

Participants who accepted the official invitation by the Government of the Netherlands.

#### Exhibitors

Participants who did not receive an invitation by the Government of the Netherlands.

### 4. Appointing Commissioner General of Section or Director

After confirmation to participate a point of contact shall be appointed by participant. In case of an Official Participant, countries must appoint a 'Commissioner General of Section'. In all other cases a pavilion director shall be appointed. Contact information can be sent to [participants@floriade.com](mailto:participants@floriade.com).

### 5. Approval of Theme Statement

Organiser shall review the submitted Theme Statement which needs to comply with the theme and sub themes of Floriade.

### 6. Technical consultation

Discussion and negotiation about participation between participant and Floriade organisation, concerning for instant the development of exhibition plan, decision about the form (Green Embassy or temporary pavilion with garden, a garden or indoor exhibition), materialisation, location and required space.

### 7. Signing Participation Contract

After positive result of technical consultation a lot can be allocated and together with the rest of the negotiation recorded in the Participation contract.

### 8. Design Green Embassy / Developing Exhibition

### 9. Handover plot or stand

### 10. Start construction and exhibition arrangement

11. Participation in Expo (27<sup>th</sup> April – 23<sup>rd</sup> October 2022)

12. Exhibition removal and Premise restoration (before 22<sup>nd</sup> December 2022)

a. Handover Green Embassy to Floriade ('directly' after closure Expo)

b. Dismantling pavilion / handover plot (before 22<sup>nd</sup> December 2022)

### 13. Contract termination