

Retain

Circular No. 59-107

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	DISTRIBUTION	SUBJECT	CODE: 303
U. S. Department of Labor BUREAU OF APPRENTICESHIP AND TRAINING Washington 25, D.C.	ATH F-3	Purchase of Exhibit Space	

Questions have been raised concerning purchase of exhibit space by the Bureau at conventions or other meetings.

As a general policy, exhibit space at conventions or other meetings has not been purchased. In certain instances, where the work of the Bureau necessitates participation in a meeting or convention and the sponsoring agency will not donate exhibit space to the Bureau, approval must be obtained from the National Office before entering into any agreement to purchase space. Such a request for the purchase of exhibit space must be in writing, describing the meeting or convention, explaining the necessity of Bureau participation, stating the cost of the space, and explaining how the space will be used.

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