UFI's Auditing Rules
Frequently Asked Questions (FAQ)

- **Who can audit the exhibition data?**

UFI has several auditors who are members of UFI. These auditors have thorough knowledge of UFI's Auditing Rules and have been provided with the standard audit certificate. Alternatively, you can use a UFI certified auditor. The list of the UFI member and certified auditors is available on the UFI website and from the UFI HQ.

- **Can I use other auditors including my financial auditor?**

The answer is yes, but he/she must be "trained" according to UFI's Auditing Rules. Please provide the contact details of your auditor to the UFI HQ: info@ufi.org. The auditor will then undergo the certification process to become a UFI certified auditor.

Your internal accountant is not independent and therefore cannot be used.

- **What is the difference between a member auditor of UFI, and a UFI certified auditor?**

Both are authorized to conduct the audit of exhibition statistics of UFI Approved Events. Member auditors are entitled to all UFI member services, including participation at UFI events. UFI member auditors also participate in some of the think work with UFI on auditing.

- **How often should I audit?**

Every other edition of an UFI Approved Event must be audited to maintain UFI Approved Event status. However, events which take place once every three years or less frequently must be audited each time. If the event has been audited for the first time to obtain "UFI Approved Event" status, then the next edition must also be audited.

- **What data needs to be audited?**

The number of visitors (international and national/domestic) the net exhibition space and the number of exhibitors (international (foreign and multinational) and national/domestic). Visits (visitors + repeat visits) can also be counted but this should be clearly indicated on the standard audit certificate.

For further information, please refer to UFI's Calculation Standards & Definitions (Annex 2 of UFI's Auditing Rules).

- **Why audit?**

It has long been regarded as best practice in the industry to have the all-important statistics that organizers use to promote their fairs independently verified. UFI Approved Events are regarded as the top quality events worldwide. Providing accurate and reliable data which is independently audited is an important sign that the organizer adheres to the highest international standards.

- **Can the organizer use the audited data?**

Yes, by all means: this data should be used for marketing purposes and to help both organizers and exhibitors measure return on investment. In addition, the UFI Code of Ethics states that UFI members "will provide accurate, reliable information concerning our activities and commitments".

- **What happens if I don't audit as necessary?**

Then you risk the loss of the UFI Approved Event status, and maybe even your UFI membership as an exhibition organizer if you only have one UFI Approved Event. Each organizer must have at least one UFI Approved Event to become and then remain a member of UFI.

- **Who covers the cost of the audit?**

The organizer.

- **Is a visit by the auditor necessary?**

Yes, if this is the first time the auditor is controlling the data or if a visit has never been conducted. A visit is valuable to appraise the onsite registration system.

- **To whom should the audited data be submitted?**

To the UFI headquarters: Sonia (sonia@ufi.org) or Carline (carline@ufi.org).

These FAQ will be updated on a regular basis.