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**Dear ISMRM 2006 Exhibitor,**

Thank you for choosing to participate in the 14<sup>th</sup> Scientific Meeting & Technical Exhibition, 6-12 May 2006! It will be our pleasure to welcome you to the Washington State Convention & Trade Center in Seattle, Washington, USA.

**As you make your preparations, please keep these details in mind:**

- An **Opening Reception** in the technical exhibition area is planned for Sunday, 7 May 2006. The reception will be held from 17:30 - 19:00 hours. We require that all booths are staffed appropriately during this reception.
- The **Marketing & Promotion** section offers information on new promotional opportunities we hope you will consider.
- **Booth Catering** is available and encouraged again this year. Please see the Booth Catering section for the comprehensive menu and order form.
- **Waived Scientific Meeting Vouchers** will be distributed again this year prior to the meeting at the rate of 1 per 100 square feet ordered. **Exhibitor Guest Vouchers** will also be available upon request. Please see the Exhibit Personnel section for details.
- **Housing:** Many hotels offering a range of quality, rates, and amenities have been reserved by the Society for the meeting in Seattle, Washington, USA. Convention Housing Management (CHM) has been appointed to coordinate all hotel reservations for delegates and exhibitors. In order to get the special convention rate, delegates and exhibitors must make their reservations through the official housing bureau, CHM. Do not contact the hotels directly in Seattle as reservations are to be made only through the official housing bureau, CHM. Official Society hotels will not honor direct requests for hotel rooms at the special convention rates. Again this year, you may book your reservations online! Visit the ISMRM web site at <http://www.ismrm.org> for more information.

If you have any questions during your planning process, please do not hesitate to contact me: [Katie@ismrm.org](mailto:Katie@ismrm.org), tel: +1 (510) 841-1899, fax: +1 (510) 841-2340.

If you have questions regarding onsite services or setup and dismantle, please contact John Sauter, Exhibition Manager, at Champion Exposition Services (see the Contact list in the Rules & General Information section).

Lastly, please take note of the Rules & Regulations, when making your preparations. *Final booth assignments will be announced via email by 3 March 2006.*

Thank you again for joining the ISMRM Exhibition! We will see you in Seattle!

***Sincerely,***

Katie Simmons  
ISMRM Director of Meetings