



HOW TO CONTRACT FOR TECHNICAL EXHIBIT SPACE

Enjoy Competitive Pricing on Exhibit Space

Contracts for exhibit space will not be processed without the following:

- (1) A sketch or plan of the exhibit space if space ordered exceeds ten square feet;
- (2) A description of all products or equipment to be displayed within the exhibit space (brochures are acceptable);
- (3) A certificate or proof of insurance verifying commercial liability coverage for this event with the ISMRM named as an additional insured, valid through the dates of the show; and
- (4) Payment: Full payment of the total rental cost to be submitted by Thursday, 17 November 2016. Only US funds will be accepted. No space will be assigned or finalized until all contractual conditions are met and full payment is received.

TECHNICAL EXHIBIT SPACE RENTAL RATES

PLEASE FAX CONTRACT TO: 510 841 2340 or EMAIL TO: melisa@ismrm.org

Exhibit-Space Category	Cost
Standard Rate* (if Paid by Thursday, 17 November 2016)	US\$38.25 per square foot
Publisher Rate**	US\$29.25 per square foot
Corner Rate***	US\$200.00 additional per corner

* Please Note that contract deadline for priority booth assignments is Thursday, 17 November 2016. Any contract received after the early bird date will be subject to a US\$200.00 late fee.

** Publisher rate applies to book sellers and publishers of journals as the primary line of business. To qualify for the recruiter rate, your company's only purpose on the floor must be recruitment.

*** Minimal corner space is available and will be granted on a first-come, first-served basis if booth is paid in full by Thursday, 17 November 2016.

Don't delay; reserve your space today!

For assistance, please call +1 510 841 1899 or email info@ismrm.org