

2026 Booth Space Design Options

Booth Space Design Options

In an effort to create a balanced exhibit area, all exhibits will be positioned strategically throughout the floor space. In fairness to all participating companies, no company shall be granted the primary location nearest the entrance for consecutive years. The ISMRM reserves the right to rearrange the floor plan at any time for any reason. The ISMRM also reserves the right to relocate any exhibitors should it become necessary for causes beyond the control of the ISMRM, or advisable in the best judgment of the ISMRM. The signing of the contract constitutes full agreement with these assignment policies and procedures. ISMRM will provide written notice to any exhibitor whose booth space is affected by any change in floor plan. Please note that the final floor plan will be different from the preliminary floor plan shown in the Prospectus for the purpose of booth selection. The ISMRM redraws its floor plan yearly based on the requests and needs of exhibitors, rather than requiring exhibitors to fit into an existing model. The ISMRM reserves all rights to draw a floor plan that best meets its show requirements but will do all possible to accommodate exhibitors' requests as submitted on the contract for booth space. Each exhibit booth space should be arranged in a way as to not obstruct the general view nor hide neighboring exhibits. No exhibit booth space will be permitted to interfere with the use of other exhibits or impede access to them or the free use of aisles. Plans for specially built designs are required to be submitted to ISMRM and their appointed meeting contractor before construction is ordered. All three booth layouts must adhere to the booth regulations highlighted below.

Booth Schematic Options Booth Choices That Meet Your Exhibition Needs

Note: • Booth payment **only** includes the booth space and the hard shell wall scheme (if applicable). It is the exhibitor's responsibility to order and provide furnishings, flooring, cleaning services, and electrical set-ups in their booth space.

- Any booth 6 meters x 3 meters (20 feet x 10 feet) in size with custom-built features and island booths must provide detailed, scaled drawings with dimensions to the Meetings Coordinator (katrina@ismrm.org) and CTICC by **Friday, 20 March 2026**.
- The CTICC Level 0 Exhibition Hall is a non-carpeted exhibit hall. **All exhibiting companies are required to provide flooring for the full extent of the square meters of their assigned booth.** This applies to all booth types (in-line, corner, and island). Exhibitors may supply their booth with their own flooring; otherwise, carpet/flooring can be ordered through **GL Events**; additional information and pricing details will be available in the exhibitor service kit in late January. Booths without floor covering are subject to be carpeted per ISMRM's discretion and will be at the expense of the exhibitors. ISMRM will provide aisle carpeting in the exhibition hall.

In-Line Booths

An in-line booth is one or more standard booth units in a straight line. Each in-line exhibit will be a hard shell wall layout supplied with a 2.5 m (8 ft) high back wall and two 2.5 m side walls (one for corner booths), and a hanging sign header with the company name. The maximum height for all booth content is 2.5 m. Please note that flooring/carpeting and wall graphics are not included in the hard wall booth space and can be ordered separately through the show decorator, GL Events. In-line booths range from the standard 3m x 3m (10ft x 10ft) to 3m x 6m (10ft x 20ft) and can have 0-1 corners. In-line booths with no corners have three hard walls with the opening facing the aisleway (figures 1 & 2). They will be placed between other in-line booths with the left and right walls separating the booth spaces. In-line booths with a corner will be placed at the ends of rows and will have a full back wall and one side wall. They will be open on two sides facing aisleways (figures 3 & 4). In-line booths are only limited to having one (1) corner (aka two open sides).

(Fig. 1: Standard 3m x 3m in-line booth space layout, no corner, without graphics) (Fig. 2: Standard 3m x 3m in-line booth space layout, no corner, with graphics (can be ordered through GL Events))



(Fig. 3: Standard 3m x 3m in-line booth space layout, one corner, no graphics) (Fig. 4: Standard 3m x 3m in-line booth space layout, one corner, with graphics (can be ordered through GL Events))



Peninsula Booths

Peninsula booths are 3 m x 6 m (10 ft x 20 ft) with two (2) corners and are open to aisles on three sides (front, left, and right). Peninsula booths will be a framed scheme layout supplied with a 2.5 m (8 ft) high back wall and a hanging sign header with the company name. Please note that flooring/carpeting and wall graphics are not included in the hard wall booth space and can be ordered separately through the show decorator, GL Events. With the exception of the 2.5-meter back wall, no other solid wall areas are allowed on the external boundaries of the booth. The maximum height of the back wall is 3 meters. All components of the booth must be placed below this height.

Island Booths

An island booth is any space exposed to the aisles on all four sides. All island booths (regardless of size) should allow 20% visibility on all sides. Examples: • 6 m x 6 m (20 ft x 20 ft) island: each side of the booth must have visibility for a minimum of 1.22 m (4 ft). • 12 m x 9 m (40 ft x 30 ft) island: each 9 m (30 ft) side of the booth must have visibility for a minimum of 1.83 m (6 ft). Each 12 m (40 ft) side of the booth must have visibility for a minimum of 2.44 m (8 ft). No full solid walls are allowed on the external boundaries (aisles) of the booth space. Exhibitors may use clear acrylic or similar material to create a wall that will allow for line of sight from one booth to the next. The maximum height for any island booth space is 3 m (10 ft) based on written approval from an ISMRM representative.

Rigged Signage & Graphics

Rigged signs and graphics are allowed in standard peninsula and island booths, to a maximum height range of 6 m (20 ft) from the top of the sign. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. Rigged signs and graphics should be directly over contracted space only. **Approval for the use of hanging signs and graphics, at any height, should be received from the exhibitions organizer at least 60 days prior to installation.** Variances may be issued at the exhibition management's discretion. Drawings should be available for inspection. ISMRM recommends that exhibitors contact CTICC's in-house rigging provider Gearhouse or show decorator GL Events to request a cost estimate for rigging signs.

Preliminary Floor Plan

The 2026 ISMRM & ISMRT Annual Meeting Exhibition will be held in the level 0 Exhibit Halls 2-4a at the CTICC, officially starting at Sunday night's Opening Reception on 10 May 2026 and continuing 11-14 May 2026. Meeting attendees' digital & traditional paper posters will also be placed around the perimeter of the exhibition floor to draw maximum traffic to the exhibition area. Our rules and regulations have been created to give each exhibitor the most effective use of rented space. Space dimensions shown on floor plans are from the centerline of booth equipment, such as side rails and/or back wall. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at the rear of the booth.

Installation & Dismantling of Exhibit Space

Admittance to the exhibition hall during booth installation and dismantling times is limited to exhibitor personnel and ISMRM-approved external appointed contractor personnel employed by the exhibiting company. Under no circumstance will meeting attendees and guests be allowed in the exhibition area outside of the designated exhibition hall hours. Booth personnel will be allowed to hand-carry their own materials into and out of the exhibition facility. The use or rental of dollies, flat trucks, and other mechanical equipment, however, is not permitted. ISMRM's freight logistics manager and meeting contractor will control access to the loading docks to provide a safe and orderly move-in/out. Unloading or reloading at the dock from any and all contracted carriers will be handled by the meeting contractor and freight logistics manager. Close-toed shoes are required for all individuals occupying the exhibition hall during booth installation and dismantling periods. Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. GL

Events and ISMRM cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please request help at the GL Events exhibitor services desk located in the exhibition hall.

Special Regulations

No attendees under the age of 16 are allowed in the exhibition hall at any time; no exceptions.

Each exhibitor agrees to conduct their exhibit in accordance with the purposes, goals, and mission of ISMRM. Exhibitors may only showcase products and services that are relevant and contributing to the advancement of magnetic resonance technology and research in medicine and biology. Exhibitors are forbidden from using their exhibit to disparage ISMRM and ISMRT, its members, or other exhibitors. ISMRM reserves the right to take the following actions at its sole discretion: the closure of any exhibit space, directing security to remove exhibit personnel, and ordering a cease-and-desist of any audiovisual equipment if an exhibit is deemed excessively loud, disruptive, disturbs neighboring exhibits, or violates the terms of this contract. All construction materials must conform to local codes. Table drapes, textile or paper displays, back wall drapes, and any decoration must be flameproof. All exhibits and materials are subject to inspection by the local fire marshal. Violation of any of these rules by the exhibitor or its employees or agents shall, at the option of ISMRM, forfeit the exhibitor's rights to occupy space, and such exhibitor shall forfeit to ISMRM all monies paid or due. No part of any exhibit, or signs relating thereto, shall be posted, nailed or otherwise attached to columns, walls, floors or other parts of the building or its furniture in any way to deface the same. Damage arising from failure to observe these rules shall be payable by the exhibitor. Operational equipment, audio-visual presentations, and other sound and attention-getting devices and effects may not create noise levels objectionable to neighboring exhibitors. Product and service demonstrations are to be straightforward and professional and must avoid the use of theatrical gimmicks. All activities of each exhibitor must be confined to the exhibitor's allotted space. The exhibitor must, at their expense, maintain and keep their exhibit and the space for which they have contracted in clean and good order. It is the responsibility of the exhibitor to seek prior approval for any handout items that may be considered questionable; without such prior approval, the exhibitor may be penalized priority points.

Photography/Recording in Booth Space

Media photographing, videotaping, or electronically or mechanically recording on the exhibition floor is permitted only with prior permission. **Permission requests for media coverage must be submitted in writing to the Executive Director and/or Director of Meetings at least thirty (30) days prior to move-in.** To ensure the protection of intellectual property, the privacy of our exhibitors, and a respectful environment for business interactions, the following rules apply to all attendees, media representatives, and fellow exhibitors:

1. No Photography or Recording of Other Exhibitors or Their Booth Areas

Exhibitors may photograph, videotape and/or audio recording within their assigned booth area only during regular floor access hours. Recording other exhibitors' displays, organizational materials, or exhibition hall visitors is not allowed. All recording equipment must stay within the exhibitor's booth space and cannot obstruct foot traffic. Taking unauthorized photos or videos of any exhibit or product is forbidden and may lead to removal from the show. Exhibitors must supervise their booth areas and report

any unauthorized photography and video/audio recording to ISMRM show management right away.

1. No Unauthorized Entry

Entry into an exhibitor's booth space is **not permitted without the exhibiting company's explicit invitation or approval**. Please respect the boundaries of each booth and wait for permission before entering or engaging with booth representatives. Violations of this policy may result in removal from the event, revocation of credentials, and/or confiscation of unauthorized recordings, at the discretion of event management.

Venue Rules & Regulations

Exhibitors have the obligation to purchase and collect licenses and permits that are required by venue, local and/or state regulations. ISMRM exhibitors are required to comply with venue and/or local health, fire, and safety ordinances and regulations. All services and booth setups, including displays and electrical equipment, must comply with all state and local regulations. Information about CTICC's rules and regulations will be provided in the Exhibitor Service Kit. ISMRM will not have any further responsibility to inform exhibitors about venue regulations. Union labor, depending on the site, building, and contractor requirements, may be required. If required, the exhibitor shall comply with all labor union rules and regulations. ISMRM is not responsible for settling disputes between exhibitors, local government entities, and unionized services provided by the venue.

Acceptance of Regulations

If no contact is made with the ISMRM office about these rules and regulations, their acceptance is assumed and confirmed by the signature on the contract for exhibit space. All matters and questions not covered by these regulations are subject to the decision of ISMRM's Executive Director Anne-Marie Kahrovic.