



In-Booth Activity Submission Instructions:

IMS recognizes that many exhibitors feature in booth activities as a tool to draw attendees to their exhibit. This type of activity is a benefit to all exhibitors.

NOTE: All in-booth activity must be submitted for review and approval. Please review the rules and regulations to make sure your proposed activity is in compliance with the rules and regulations:

- **Crowd Control:**
 - Adequate space for activities must be provided within the exhibitor's contracted booth space
 - Activities must be confined to the exhibit space so as not to interfere with traffic flow in the aisles or encroach into neighboring exhibits
 - Exhibitors anticipating large crowds are responsible for keeping aisles around their space clear
- Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. IMS is not responsible for any licensing fees for music played in exhibitor's booth.
- Exhibitors using audio systems should direct the sound into their booth and not towards the aisle or neighboring exhibits.
- **Noise and Odor Control:**
 - Noisy or obstructive work will not be permitted during open hours of the Exposition, nor will noisily operating displays, nor exhibits producing objectionable odors. IMW Exposition Management shall have sole discretion in determining what is noisy, obstructive or objectionable.
 - Sound must be at a level that does not disturb neighboring exhibits (85 decibels when measured by IMW Exposition Management from any adjacent aisle) and presentations must be done in a manner that does not encourage congregation of attendees in aisles. Request to use an open audio system must be approved by IMW Exposition Management in advance of the meeting. For additional information, please review the [Exhibitor Rules and Regulations](#) related to booth activities on pages 4-5.

Questions? Please contact Sharon Boutin (Wong-Stewart), Exposition Operations Manager



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