



Booth Selection Information

IMS and Microwave Week 2022 will be a live-in person event only. The dates are 19-24 June (exhibition 21-23 June).

Booth selection will begin via Zoom 20 September 2021. **Sign, date, and return your IMS2022 contract to exhibits@horizonhouse.com on or before 1 September to be eligible for booth selection by priority number beginning 20 September.** Any questions? Call 1-781-619-1994.

- Booth selection is by priority point number; and then first come/first served after the first round of assignments
- Date contract is received determines booth selection time when more than one exhibitor has the same priority number
- There is a main (front of building) and secondary (near meeting rooms) entrance on the floorplan
- There will be no island booths in the front of the hall (as noted on floorplan)
- Horizontal island booths are permitted, at the exhibit management team's discretion, according to the following rules: exhibitor must take a minimum of 1000 sq ft, must be 50' wide, and must have a top 10 priority number.

Please note the following changes to the contract deadlines from previous years:

- 50% deposit is due by 15 October
- Final payment is due by 15 March

Updated REDUCTION OF SPACE/CANCELLATION FORFEITURE SCHEDULE

- 1 July to 14 October 2021: No penalty on cancellation or reduction of licensed space.
- 15 October 2021 to on/before 14 December 2021: 25% of the total license fee for cancellation or reduction in exhibit space.
- 15 December 2021 to on/before 15 March 2022: 50% of the total license fee for cancellation or reduction in exhibit space.
- 16 March 2022 or later: 100% of the total license fee for cancellation or reduction in exhibit space.

See the [Exhibitor Page](#) on the IMS2022 website for additional information and forms.