ima Student Leadership Conference

November 12-14, 2026 • St. Louis, MO

ORGANIZATION INFORMATION

Organization name: _____
(as it should appear in marketing materials)

Contact: _____ Title: _____

Address: _____ City/State: _____ ZIP: _____

Phone: _____ Fax: _____ Email: _____

Please provide a 35-word description of your company/products for inclusion in our marketing materials:

Company URL: _____
(as it should appear in marketing materials)

Phone Number: _____
(as it should appear in marketing materials)

EXHIBITOR SCHEDULE

Move In:
Thursday, November 12
2pm to 3:30pm

Show Hours:
Thursday, November 12
4:30pm to 6:30pm

Friday, November 13
8am to 9am; 10:15am to 11am

Move Out:
Friday, November 13
11am to 11:45am

SPONSORSHIP OPPORTUNITY REQUESTED:

PAYMENT INFORMATION

Tabletop Exhibit Fee: $_____ Sponsorship Fee: $_____ TOTAL: $_____

☐ Check or ACH/Wire. Invoice us at the above address. Invoice will be generated at time signed agreement is received and is due upon receipt.

☐ Credit Card. Email a secure online Credit Card Authorization form to this Email address:

_____.

Upon invoicing per the Agreement billing terms, charge the Credit Card and Email us a receipt with the invoice.

The undersigned agrees to abide by IMA's Student Leadership Conference 2026 Exhibitor Rules & Regulations.

Authorized Signature: _____ Date: _____

Questions? Contact Holly Klarman, Sales Director | holly.klarman@wearemci.com

MCI USA | 849 Fairmount Avenue, Suite 102 | Towson, MD 21286

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1. Tabletop space will be allocated by IMA staff as appropriate. Priority will be determined by date of receipt of application for space accompanied by required payment.
2. Application for space must be accompanied by the full fee in order to guarantee reservation. Tabletops for which payment has not been received in full will not be set up. All payments must be received by November 1, 2026.
3. Written notice of cancellation must be received by September 1, 2026. A refund of 50%, less the cost of any sponsorship production costs, will be given. No refunds will be made for cancellations received after that date.
4. The standard tabletop size is six feet in length. All exhibits must fit within the confines of their assigned space so as not to impede traffic flow, infringe on the space of other exhibitors, or violate the emergency exit routes set forth by the fire marshal. Therefore, exhibits can be displayed on and behind your table only. Standard equipment includes draped table and two chairs. Area is carpeted.
5. Exhibitors will have a minimum of one staff person at their tables during exhibition hours.
6. Exhibitors agree to abide by the installation and dismantling times set by IMA.
7. No exhibitor shall assign, sublet, or share the whole or any part of the space contracted to them. Exhibitors agree to limit the service and/or materials displayed in their exhibit area to those purveyed by the exhibitor, with the exception that other proprietary equipment may be used solely for the purpose of demonstrating the materials or services of the exhibitor.
8. IMA reserves the right to impose a limitation on noise levels and any other method of operation that becomes objectionable.
9. Any distribution of literature or samples shall be limited to the exhibitor's tabletop.
10. IMA reserves the right to rearrange the final floor plan based on unsold or unoccupied exhibit space.
11. In the event that no representative of an exhibiting company has claimed its space by 4 p.m. ET on November 12, 2026, IMA has the right to reallocate the exhibit space.
12. If IMA should be prevented from holding the exhibition for any reason beyond IMA's control (such as, but not limited to, damage to the building, riots, strikes, acts of government, or acts of God) or if an exhibitor cannot occupy the assigned exhibit space due to reasons beyond IMA's control, then IMA has the right to cancel the exhibition or any part thereof, with no further liability to the exhibitor other than a refund of exhibit space fee, less a proportionate share of the exposition cost incurred.
13. Neither the management of Hyatt Regency St. Louis, MCI nor IMA shall be liable for the damage, loss, or destruction to the exhibits by reason of fire, theft, accident, or other destructive causes. Exhibitor shall lease tabletop(s) at its sole risk. Neither the management of Hyatt Regency St. Louis, MCI, IMA, nor any of their agents, servants, or employees will be accountable or liable for accidents to exhibitors, their agents, or employees.
14. The exhibitor shall be liable to the host facility and/or IMA for any damage to the building and/or the furniture and fixtures contained therein, which shall occur through acts or omissions of the exhibitor.
15. Exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, defend, and hold harmless IMA, Hyatt Regency St. Louis, MCI, their officers, employees, and agents against all claims, losses, and damages to persons and property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or any part thereof, including any outside exhibit areas.
16. Exhibitor acknowledges that IMA or MCI does not maintain and is not responsible for obtaining insurance covering exhibitor's property. Exhibitors are advised to obtain business interruption and property damage and loss insurance to cover such occurrences.
17. No photography of the exhibits is allowed without the permission of the exhibiting company's staff and/or show manager.
18. Exhibitors are responsible for all costs related to shipping/receiving their materials, electricity, parking, and any other costs related to participating in the event

Questions? Contact Holly Klarman, Sales Director | holly.klarman@wearemci.com