

**From:** Imagine RIT [imagine@rit.edu](mailto:imagine@rit.edu)  
**Subject:** Imagine RIT: New Proposal Created  
**Date:** January 15, 2026 at 13:01  
**To:** ht3796@rit.edu

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Congratulations! You have successfully created a new proposal for Imagine RIT.

Proposal #1590: Robotic Autonomous Cameraperson

(PLEASE PRINT OR SAVE A COPY OF THIS INFORMATION FOR YOUR RECORDS)

As the primary exhibitor for this proposal, you are responsible for communicating information with your team. To finalize your proposal, please ensure all sections - Exhibit info, Logistical Needs, Photo Upload, and Add Exhibitors- are completed. Your proposal will not be confirmed or assigned a location until this is done.

#### **Important Deadlines**

February 2, 2026 - Deadline to submit proposals for placement consideration in the Gordon Field House or SHED.

March 9, 2026 - Deadline to submit all proposals, logistical service requests, and exhibit videos. Proposals submitted by this date will be included in the print program.

March 23, 2026 - Deadline to add/confirm all exhibitors participating in the exhibit.

(PLEASE NOTE: All exhibitor profiles must be completed and confirmed by this date. Once you add secondary exhibitors, they will receive an invitation to complete/ confirm their profile. Only confirmed exhibitors are eligible for a free t-shirt and meal voucher. The person who submits the proposal is known as the "Primary Exhibitor". All additional exhibitors participating in the exhibit are known as "Secondary Exhibitors".)

#### **Exhibitor Guidelines & Expectations**

**Event Date:** Saturday, April 25, 2026, 10:00 a.m. - 5:00 p.m.

The event is free, open to the public, and will take place rain or shine. Exhibitors must be set up by 9:00 a.m. and remain staffed until 5:00 p.m. Ensure everyone on your team gets a break so please plan for breaks accordingly.

- **Proposal Deadlines:**
  - March 9, 2026 - All proposals, service requests, and exhibit videos due.
  - March 23, 2026 - All exhibitor confirmations must be finalized.
- **Proposal Updates:**  
Any changes to your exhibit after the system closes must be approved by Imagine RIT staff. Please email [imagine@rit.edu](mailto:imagine@rit.edu).
- **Restrictions:**
  - Exhibitors are prohibited from selling goods or services during the event.
  - Fundraising activities are not allowed.
  - Tents, non-flame retardant materials, helium balloons, and open flames are not permitted in the Gordon Field House.
  - Exhibits are not permitted to take place in residence halls or on-campus apartments.
- **Logistics:**
  - Tables, chairs, and power access will be provided.
  - Additional equipment or services should be obtained through your department, college or division. Contact your [program committee representative](#) if you have a funding request.
  - Exhibitors must provide their own surge protectors and powerstrips if needed.
  - Network connectivity is not guaranteed; please plan accordingly.
  - Assigned location must be returned to its original condition.
- **Parking & Setup:**  
Parking is on a first-come, first-served basis, with additional parking available at MCC. Shuttles will run between MCC and RIT. Please plan for the transport, setup, and teardown of your exhibit, as dollies or carts will not be provided.
- **Accessibility:**  
The Festival is fully accessible, and interpreters will be available. All video content must be captioned unless it has no audio.
- **Proposal Approval:**  
RIT reserves the right to deny, terminate, or request modifications to any proposal at its discretion.

For more details on your assigned location and setup, please visit the [Imagine RIT Exhibitor Guidelines](#) and bookmark it for future reference.

Thank you,

Lisa Stein  
Executive Director, Special Events & Conferences  
Imagine RIT  
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