

**From:** Imagine RIT [imagine@rit.edu](mailto:imagine@rit.edu)  
**Subject:** Imagine RIT - Exhibitor Profile Confirmed  
**Date:** January 15, 2026 at 12:49  
**To:** ht3796@rit.edu

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

Name: Hiroto Takeuchi

Thank you for confirming the details of your exhibitor profile for Imagine RIT. By confirming your profile, you have accepted the terms of the Exhibitor Agreement, which you can view here:

<https://www.rit.edu/imagine/proposals/user/agreement>

As a confirmed exhibitor, you qualify to receive a T-shirt and meal voucher for the festival. You will receive more information closer to the event regarding dates, times and location for picking these up.

For additional details on your assigned location and setup, please visit the proposal system and bookmark our [Imagine RIT Exhibitor page](#)

#### **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  
[imagine@rit.edu](mailto:imagine@rit.edu)