

ICMCTF Exhibit Booth Reservation Instructions

- 1) Go to the ICMCTF website: <https://icmctf2026.avs.org/>.
- 2) Click on Exhibit from the top menu.
- 3) Click on the Exhibit/Vendor Opportunities button.
- 4) Feel free to look around the exhibitor portal (<https://icmctf2026.smallworldlabs.com/home>) to learn more about the show.
- 5) When you are ready to reserve a booth, click on "Reserve a Booth" from the left hand menu.
- 6) If you are a new exhibiting company, select "CLICK HERE" from the First-Time Exhibitors box. If you are a returning company, skip to step 8.



April 19 to April 24, 2026
Town and Country Hotel
San Diego, CA



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[Login](#)

[Create Account](#)

First-Time Exhibitors

New to ICMCTF? Welcome!

To request exhibit space, you must have a user account and log in. Follow these steps:

1. [CLICK HERE](#) to create a user account.
2. After logging in, enter your organization name in the "Search or Add Organization" field, then click "Join Company" to set up your company account.
3. On the next page, click "Apply for Booth Space Request" to request exhibit space.

Returning Exhibitors

Exhibited Before? Welcome Back!

[CLICK HERE](#) to request exhibit space:

1. You will need to set-up your personal account
 - Enter your email address
 - If this is the first time you are logging into the event portal select "Forgot Password/First Time Login"
 - Enter your email address
 - Email will be sent from "Events IdP":
 - Subject: Reset Your Password
 - Click "Clicking Here" hyperlink
 - Choose new password & login
 - You will then be asked to enter a code that is sent to your email address
2. Once joined, click "Apply for Booth Space Request" to request exhibit space.

New Contact?

If you are a new contact for a company that has exhibited with us in the past, please follow the steps below:

1. Create a user account by [clicking here](#).
2. Request Permission to Join Organization by searching for your organization and selecting join.
3. Your primary contact will be notified to approve or deny your request.

If you are the new primary contact for your organization, please contact exhibits@avs.org to set your account up.

- 7) Complete the user registration form.

User Registration

First Name *


Ryan

Last Name *


Foley


Email Address *


- 8) Search for your company name:





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 Exhibit Hall Floorplan


 Quick Facts


 Booth Furnishings


 Promotional Opportunities

 Sponsorships

 Thought Leadership

 Ryan ▾





SEARCH FOR OR ADD YOUR COMPANY

Company Lookup

Search for your company by name. If your company does not appear in the list of suggestions, a new company will be created.

Join Company

First-Time Exhibitors

New to ICMCTF? Welcome!

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Returning Exhibitors

Exhibited Before? Welcome Back!

[CLICK HERE](#) to request exhibit space:

1. You will need to set-up your personal account

New Contact?

If you are a new contact for a company that has exhibited with us in the past, please follow the steps below:

1. Create a user account by [clicking here](#).
2. Request Permission to Join Organization by

9) Click the company name in the popup window and click Join Company.

10) Click to Apply Here.



[Exhibit Hall Floorplan](#) [Quick Facts](#) [Booth Furnishings](#) [Promotional Opp](#)

[Exhibitor Dir...](#) / [Ryan Test](#)

COMPLETE ICMCTF APPLICATION

[Click to Apply Here](#)

11) Double check the information in Step 1.

12) Select the contact(s) in Step 2.

13) Complete Step 3.

Step 3 - Booth Selection

Tell us about the booth space you would like to purchase.

Width (ft.)*	10
Length (ft.)*	10
Area (sq. ft.)	100
Sponsorship Options	<input checked="" type="checkbox"/> Yes, please contact me regarding sponsorship opportunities.
Upgrades & Promotional Opportunities	<div>Click link to review options, let us know which items you would like to learn more about or purchase.</div>
Booth configuration*	<p><input checked="" type="radio"/> Standard In-line Space (no corners)</p> <p><input type="radio"/> Corner Location: + \$250</p> <p><input type="radio"/> Premium Mini-Island Space (2 corners or open on all sides, 10x20 only): + \$550</p>
1st Choice Booth Location	<div>Click here to select your booth choices</div>
2nd Choice Booth Location	<div>Click here to select your booth choices</div>
3rd Choice Booth Location	<div>Click here to select your booth choices</div>

14) Click on the gray box next to Booth Location to open the floor plan. Any blue booth is available. Select up to three booths and click Submit.

Floor Plan

Select your desired booth(s) on the floor plan below. To make a change, click in that choice field and then click "Reset".

1st Choice

Area

2nd Choice

Area

3rd Choice

Area

Submit

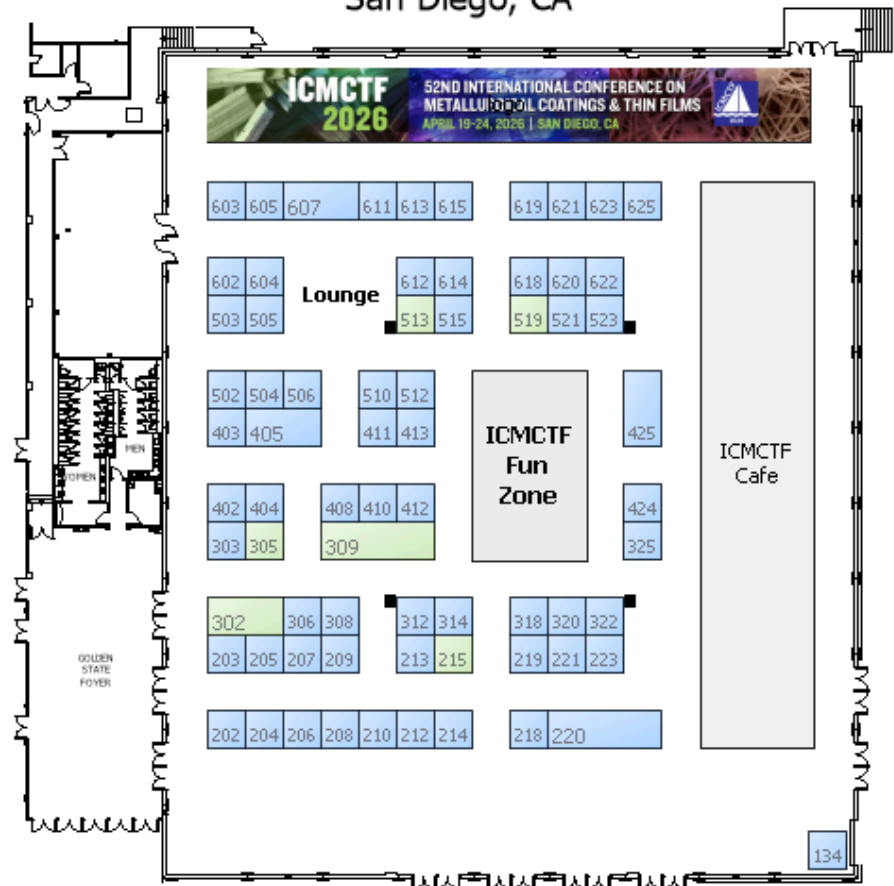
Reset

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15) Your selections will now be listed on the reservation form.

Booth configuration* ☒ Standard In-line Space (no corners)
☐ Corner Location: + \$250
☐ Premium Mini-Island Space (2 corners or open on all sides, 10x20 only): + \$550

1st Choice Booth Location

2nd Choice Booth Location

3rd Choice Booth Location

16) If desired, enter companies you wish to be near or far from in Steps 4 and 5. Please note that you must search on the left before the dropdown menu populates with company names.

Step 4 - Preferably Near

Choose companies you would like to be near on the show floor. AVS will do our best to accomodate, but can not guarantee exact distances.

To begin, search for the company name on the left and then choose the exact company from the drop down list on the right.

Other Preferences

Select Company (must use Search first) ▼

Select Company (must use Search first)

- AVS - ASK THE EXPERTS - VAC TECH DIV.
- AVS - SPECIAL EVENTS BOOTH
- AVS 5Km Run Booth
- AVS ART ZONE & CONTEST
- AVS BlackJack Tournament
- AVS CAREER CENTER

17) Confirm your order is correct in Step 6.

Step 6 - Order Details

Please review your order details for accuracy.

Order Details	Price	Qty	Total Amount	Amount Due
Booth Space	\$18.75	100.00	\$1,875.00	\$937.50
Total cost: \$1,875.00				
Minimum Payment Due: \$937.50				

18) In Step 7, either enter your credit card info or select "Sending check" from the Payment Method menu.

Step 7 - Payment Info
Enter your payment details.

Amount **

937.50

Payment Method*

Sending check within 10 days



19) Enter your name in Step 8.

20) Review the Rules and Regulations, check the box at the bottom and click Submit.

21) We will be in touch with you shortly confirming your booth number.