



## 2006 Exhibitor Check List of Due Dates

**Note:** Forms are to be received by the appropriate service supplier no later than the corresponding dates listed below. Forms must be returned to the address listed on the form.

<u>Deadline</u>	<u>Item to be Completed</u>	<u>Completed</u>
<b>2 December 2006</b>	Final Deadline for Receipt of Exhibitor Contracts*	<input type="checkbox"/>
	All Booth Space Must Be Paid in Full*	<input type="checkbox"/>
<b>3 March 2006</b>	Company Profile for the ISMRM Guide to the Exhibition*	<input type="checkbox"/>
	Reservation for Advertising Space in Exhibition Guide	<input type="checkbox"/>
	Exhibitor Meetings Request Form	<input type="checkbox"/>
	Exhibitor Certificate of Insurance*	<input type="checkbox"/>
	Notification of Intent to Use Exhibitor Appointed Contractor	<input type="checkbox"/>
	Exhibitor Hotel Reservations*	<input type="checkbox"/>
<b>23 March 2006</b>	Exhibitor Personnel Badge Order Form*	<input type="checkbox"/>
<b>31 March 2006</b>	Exhibitor Guest Voucher Order Form	<input type="checkbox"/>
	<b>Refer to forms</b>	
	Data Services/High Speed Internet Order Form	<input type="checkbox"/>
	Telecommunications Service Order	<input type="checkbox"/>
	Special Signage Form	<input type="checkbox"/>
	Custom Exhibit Rental Form	<input type="checkbox"/>
	Electrical Service Order Form	<input type="checkbox"/>
	Booth Cleaning Services Order Form	<input type="checkbox"/>
	Booth Labor Form	<input type="checkbox"/>
	Furniture & Accessories Form	<input type="checkbox"/>
	Standard Carpet Form	<input type="checkbox"/>
	Rigging & Forklift Form	<input type="checkbox"/>
	Tables, Counters & Drapery Form	<input type="checkbox"/>
	Third Party Authorization Form	<input type="checkbox"/>
	Box Lunch/Booth Catering Order Form	<input type="checkbox"/>
	Audiovisual Equipment Order Form	<input type="checkbox"/>
	Computer Order Form	<input type="checkbox"/>
	Deadline for Advance Shipments	<input type="checkbox"/>
	Floral Order Form	<input type="checkbox"/>
<b>Prior to Exhibition</b>	Photography Order Form	<input type="checkbox"/>

\* *Required*