



Joint Annual Meeting ISMRM-ESMRMB-2007
 Berlin, Germany, 19-25 May 2007

2007 Exhibitor

Deadline Check List *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. * Required*

<u>Deadline</u>	<u>Service</u>	<u>Completed</u>
1 December 2006	Final Deadline for Receipt of Exhibitor Contracts*	<input type="checkbox"/>
	All Booth Space Must Be Paid in Full*	<input type="checkbox"/>
16 February	Deadline for reserving advertising space in the Exhibition Guide	<input type="checkbox"/>
2 March 2007	Company Profile for the ISMRM Guide to the Exhibition*	<input type="checkbox"/>
	Advertisement Due for insertion in the 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 Registration Form*	<input type="checkbox"/>
30 March 2007	Exhibitor Guest Voucher Order Form	<input type="checkbox"/>
	Exhibitor Hotel Reservations*	<input type="checkbox"/>
19 April 2007	3m x 3m Stand Order form (Required if applicable)*	<input type="checkbox"/>
21 April 2007	Internet Access: Standard, Premium, Economic, Business, WLAN	<input type="checkbox"/>
	Telecommunications - Telephone/Telefax	<input type="checkbox"/>
	Electric Installations	<input type="checkbox"/>
	Stand Cleaning	<input type="checkbox"/>
	Staff Placement - Construction/Dismantling/Fair Personnel	<input type="checkbox"/>
	Furniture for Hire	<input type="checkbox"/>
	Floor Covering, Carpet	<input type="checkbox"/>
	Exhibitors Service: Catering Exhibition Ground	<input type="checkbox"/>
	Video/Audio/Projection - Standard Sets and Components	<input type="checkbox"/>
	PC Notebook, EDP Equipment	<input type="checkbox"/>
	Forwarding Services/Schenker Deutschland AG	<input type="checkbox"/>
	Flower Decoration	<input type="checkbox"/>
	Photographic Service	<input type="checkbox"/>
	Booth Catering	<input type="checkbox"/>

Arrival Deadlines in Berlin – All shipments:

7 May	International Shipments
14 May	E.U. Shipments – Advance Warehouse
19 May	E.U. Shipments – Direct Show Delivery