

2008 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>
7 December 2007	Final Deadline for Receipt of Exhibitor Contracts*	<input type="checkbox"/>
	All Booth Space Must Be Paid in Full*	<input type="checkbox"/>
6 February 2008	Company Profile for the ISMRM Guide to the Exhibition*	<input type="checkbox"/>
22 February 2008	Deadline for reserving advertising space in the Exhibition Guide	<input type="checkbox"/>
29 February 2008	Advertisement Due for insertion in the Exhibition Guide	<input type="checkbox"/>
	Exhibitor Meetings Request Form	<input type="checkbox"/>
	Notification of Intent to Use Exhibitor Appointed Contractor	<input type="checkbox"/>
3 March 2008	Exhibitor Certificate of Insurance*	<input type="checkbox"/>
20 March 2008	Exhibitor Hotel Reservations*	<input type="checkbox"/>
21 March 2008	Exhibitor Registration Form*	<input type="checkbox"/>
	Exhibitor Guest Voucher Order Form	<input type="checkbox"/>
3 April 2008	Telecommunications - Telephone/Telefax	<input type="checkbox"/>
	Fire Reply Form*	<input type="checkbox"/>
16 April 2008	Electric Installations Order Form	<input type="checkbox"/>
	Water/Gas/Air Installations Order Form	<input type="checkbox"/>
18 April 2008	Internet Access: Hardwire or Wireless	<input type="checkbox"/>
	Janitorial Services	<input type="checkbox"/>
	Exhibitor Audio/Visual/Computer equipment Order Form	<input type="checkbox"/>
	Flower Decoration	<input type="checkbox"/>
	Photographic Service	<input type="checkbox"/>
REFER TO FORMS	Champion Services Booth Services Order Forms*	<input type="checkbox"/>
REFER TO FORM	Livingston Freight and Customs Clearance Order Forms	<input type="checkbox"/>
No Deadline	Exhibitor Parking Pass Order Form	<input type="checkbox"/>
	Booth Catering Menu	<input type="checkbox"/>