



2012 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>
2 December 2011	Receipt of Exhibitor Contracts*	<input type="checkbox"/>
2 December 2011	All Booth Space Must Be Paid in Full*	<input type="checkbox"/>
13 February 2012	Company Profile for the ISMRM Guide to the Exhibition*	<input type="checkbox"/>
17 February 2012	Reserve advertising space in the Exhibition Guide	<input type="checkbox"/>
17 February 2012	Advertisement for insertion in the Exhibition Guide	<input type="checkbox"/>
17 February 2012	Exhibitor Meetings Request Form	<input type="checkbox"/>
24 February 2012	Exhibitor Certificate of Insurance*	<input type="checkbox"/>
9 March 2012	Exhibitor Guest Voucher Order Form*	<input type="checkbox"/>
9 March 2012	Exhibitor Pre-registration Form for Badges*	<input type="checkbox"/>
26 March 2012	Exhibitor Appointed Contractor Forms	<input type="checkbox"/>
2 April 2012	Exhibitor Hotel Reservations *	<input type="checkbox"/>
2 April 2012	Water/Gas/Air Installations Order Form	<input type="checkbox"/>
2 April 2012	Booth Catering Menu	<input type="checkbox"/>
6 April 2012	Internet Access: Hardwire or Wireless	<input type="checkbox"/>
13 April 2012	Telecommunications - Telephone/Telefax	<input type="checkbox"/>
20 April 2012	Electric Installations Order Form	<input type="checkbox"/>
20 April 2012	Exhibitor Audio/Visual/Computer equipment Order Form	<input type="checkbox"/>
REFER TO FORMS	Harry the Hirer Booth Services Order Forms*	<input type="checkbox"/>
REFER TO FORM	Mendelsson Event Logistics Shipping Service Information	<input type="checkbox"/>