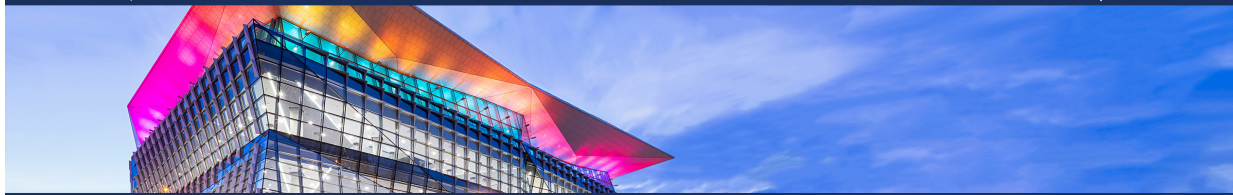
**2020 Exhibitor****Deadline Check List**

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.

<u>Deadline</u>	<u>Service</u>	<u>Completed</u>
03 December 2019	Exhibitor Contracts Due	<input type="checkbox"/>
03 December 2019	All Booth Space Must Be Paid in Full	<input type="checkbox"/>
21 January 2020	Company Profile for ISMRM Guide to the Exhibition	<input type="checkbox"/>
27 January 2020	Reserve advertising space in the Exhibition Guide	<input type="checkbox"/>
05 February 2020	Artwork for advertisement in the Exhibition Guide	<input type="checkbox"/>
05 February 2020	Ancillary Meetings & Exhibitor Function Space	<input type="checkbox"/>
05 February 2020	Certificate of Commercial Liability Insurance	<input type="checkbox"/>
21 February 2020	Exhibitor Guest Voucher Order Form	<input type="checkbox"/>
21 February 2020	Exhibitor Badge & Waived Registration Form	<input type="checkbox"/>
21 February 2020	Exhibitor Appointed Contractor Form	<input type="checkbox"/>
03 March 2020	Book air travel through Qantas Rewards Program	<input type="checkbox"/>
11 March 2020	CHM Exhibitor Hotel Reservations Deadline	<input type="checkbox"/>
03 April 2020	Stand & Booth Sign Order through Harry the Hirer	<input type="checkbox"/>
03 April 2020	Lighting & Power Order through Harry the Hirer	<input type="checkbox"/>
03 April 2020	Audio Visual Order through Harry the Hirer	<input type="checkbox"/>
03 April 2020	Lead Retrieval Registration Order through GTR	<input type="checkbox"/>
03 April 2020	Banner Hanging & Rigging, Cleaning, Internet, Catering & Utilities Order through ICC Sydney	<input type="checkbox"/>
10 April 2020	Furniture Order through Harry the Hirer Due	<input type="checkbox"/>



2020 Exhibitor

Company Profile for Guide to the Exhibition

DEADLINE: 21 January 2020

Required for all exhibitors

Instructions: Insert a 200-word company profile and contact information below and email a pdf, or send your profile and contact information as text via email to ShanTeague at shan@ismrm.org. Please do not fax. This information will be printed in the Annual Meeting ISMRM publication of the Guide to Exhibition distributed to all attendees. ISMRM reserves the right to make editorial changes based on space availability. Please contact Shan if you wish to use your 2019 company profile.

Company Name: _____

Address: _____

City _____ State _____ Country _____ Postal Code _____

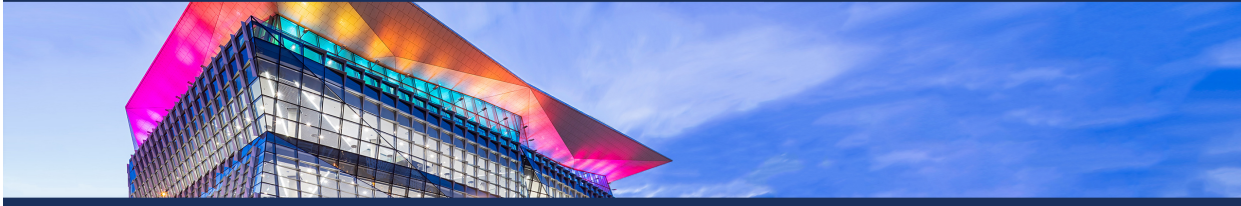
Telephone: _____ Fax: _____

Toll Free: _____ E-mail: _____

Company Web Site: _____

Company Profile:

Exhibitor's signature: _____ Date: _____



2020 Exhibitor

Advertising Opportunity

RESERVATION DEADLINE: 27 January 2020
ARTWORK DEADLINE: 05 February 2020

The ISMRM is pleased to offer Exhibitors the opportunity to increase their visibility by advertising in our *Guide to the Technical & Poster Exhibition*. The Guide will be distributed to over 5,000 MR professionals—your prospective clients!— at the Annual Meeting ISMRM. Attendees look to this Guide for important information about the technical exhibition, the traditional and e-poster exhibitions as well as for maps, room numbers and scheduling.

ADVERTISING RATES: Full page Ad: US\$4,000.00
Half page Ad: US\$2,000.00

AD SPECIFICATIONS:

COLOR: 4-color process (CMYK) or grayscale

TRIM SIZE: Final paper size is in inches: 8 1/2" x 11"

BLEED ALLOWANCE: .125" (inch)

FILE FORMAT: High-resolution (300 dpi) print-ready PDF files showing crop marks and bleed

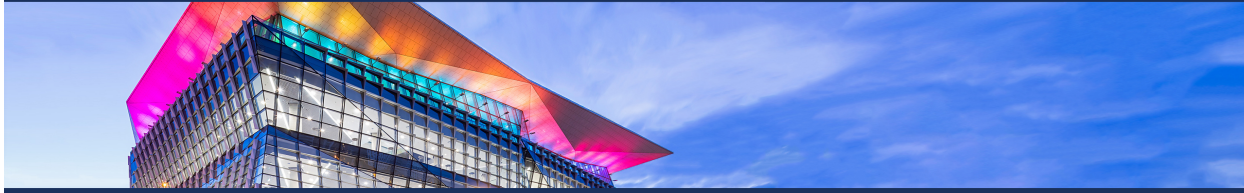
AD SUBMISSION: Please email final artwork to the ISMRM Meetings Department: shan@ismrm.org

To reserve ad space, please contact:

Anne-Marie Kahrovic, Director of Meetings

Email: anne-marie@ismrm.org

Phone: +1 510 841 1899, Fax: +1 510 841 2340



2020 Exhibitor

Ancillary Meetings & Exhibitor Functions

DEADLINE: 05 February 2020

Exhibitors are **required** to inform the ISMRM of all functions they are planning regardless of location or arrangements. Failure to do so will cause the forfeit of priority points. Advance notice is necessary for the ISMRM to place exhibitor meetings and functions in blocked hotels.

- Requests for meetings and social functions **must** be made through the ISMRM office in order to avoid conflicts with the ISMRM official program.

MEETING POLICY: Ancillary meetings and exhibitor functions involving meeting attendees may only take place outside of the official Society meeting program.
ISMRM official program hours (subject to change):

Saturday, 18 April	08:00 - 17:00
Sunday, 19 April	08:00 - 20:00
Monday, 20 April	07:00 - 18:00
Tuesday, 21 April	07:00 - 17:45
Wednesday, 22 April	07:00 - 17:45
Thursday, 23 April	07:00 - 22:00

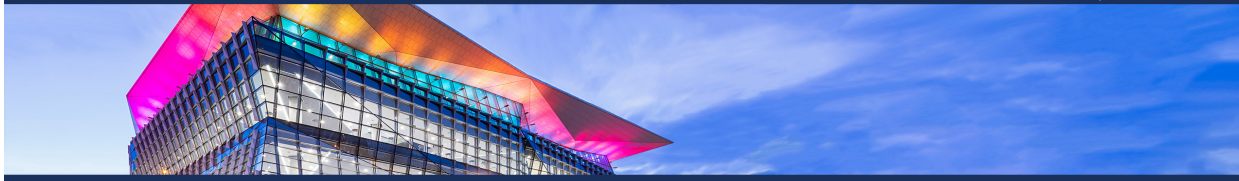
There will be an opening reception in the Exhibit Hall on the evening of Sunday, 19 April 2020 from 18:30-20:00 and events may be held after the Opening Reception has ended. Exhibitors are not permitted to hold any events on Thursday, 23 April 2020 as attendees will be invited to the ISMRM Closing Party directly after the official program hours.

SPECIAL REQUESTS: Should you wish to ask for special consideration to host your meeting during the official program, although highly discouraged, please submit your request in writing explaining how many and who will be the attendees of your meeting. All special requests will be reviewed by the Program Committee Chair. Requests for consideration must be made through Anne-Marie Kahrovic, Director of Meetings.

Questions? Please contact:

Anne-Marie Kahrovic, Director of Meetings,
Email: anne-marie@ismrm.org

Phone: +1 510 841 1899, Fax: +1 510 841 2340



2020 Exhibitor

Certificate of Commercial Liability Insurance Requirement

DEADLINE: 05 February 2020

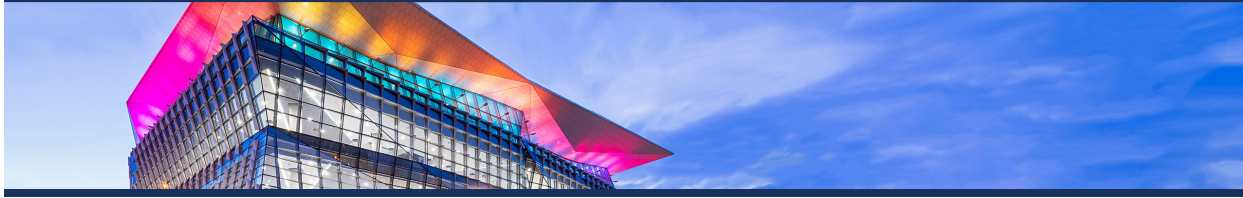
Each exhibitor must make provisions for safeguarding its goods, materials, equipment, and display at all times. General overall guard service will be provided by ISMRM for the exhibition period, but neither the guard service nor ISMRM will be responsible for loss of or damage to any property for any cause. Additional security can be purchased by contacting Anne-Marie Kahrovic, ISMRM Director of Meetings, anne-marie@ismrm.org.

All space occupied by an exhibitor must be surrendered by it in the same condition as it was at the commencement of occupation. Each exhibitor shall defend, indemnify, and hold harmless ISMRM and each of its agents from any demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney fees asserted by third parties arising out of, or connected with, exhibitor's participation in the exhibition (collectivity "claim"). This provision will not apply when a claim arises out of the sole negligence of the ISMRM.

Each exhibitor shall maintain, entirely at its expense, general public liability insurance against claims for bodily injury, death, or property damage incident to, arising out of, or in any way connected with the exhibitor's participation in the exhibition, to the limit of not less than one million US dollars (US\$1,000,000) for bodily injury, death, or property damage in any one occurrence. Such insurance maintained by the exhibitor shall include coverage of the indemnification obligations of the exhibitor under these rules and regulations and shall cover ISMRM as an additional named insured. At least 60 days prior to the start of the meeting, the exhibitor shall furnish to ISMRM a valid certificate, with the ISMRM named as an additional insured, evidencing the insurance required by these rules and regulations to be maintained by the exhibitor. That certificate, or the related policy, must provide, to the extent obtainable, that the policy may not be canceled without at least ten (10) days' prior written notice by mail to ISMRM by the insurance company. Each exhibitor acknowledges that it is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display materials as the exhibitor deems appropriate. Any policy providing such property insurance must contain an express waiver by the exhibitor's insurance company of any right of subrogation as to any claims against ISMRM, its officers, directors, agents, or employees.

In the event any part of the exhibit hall is destroyed or damaged so as to prevent ISMRM from permitting an exhibitor to occupy assigned space during any part or the whole of the exhibition period, or in the event occupation of assigned space during any part or whole of the exhibition period is prevented by strikes, Acts of God, national emergency, or other cause beyond the control of ISMRM, then the exhibitor will be charged for the space during the period it was or could have been occupied by the exhibitor; and the exhibitor hereby waives any claim against ISMRM, its officers, directors, agents, or employees, for losses or damages which may arise in consequence of such inability to occupy assigned space, its sole claim against ISMRM being a refund of the rent paid for the period it was prevented from using the space.

Please send proof of commercial liability insurance to ISMRM Meetings Coordinator, Shan Teague at shan@ismrm.org



2020 Exhibitor

Exhibitor Guest Vouchers

DEADLINE: 21 February 2020

Complimentary guest vouchers allow you to invite guests to visit your booth in the Technical Exhibition for one day at no charge. You are welcome to invite anyone who would not otherwise qualify for general registration.

Exhibitors may order one (1) voucher per day, per 9 square metres of rented space, with a maximum of five (5) vouchers for the duration of the exhibition.

ONSITE GUEST VOUCHER REDEMPTION

Guests must bring their voucher to the exhibitor registration counter at the Palais des congrès de Montréal on the day they wish to visit your exhibit. Identification is required to issue guest badges.

Attendees asking to visit your booth for an appointment who do not have a guest voucher will be charged the one-day exhibit hall fee of US\$50.00.

TOTAL NUMBER OF VOUCHERS REQUESTED: _____
(1 per day, with a maximum of 5 per 9 square metres of rented space)

CONTACT INFORMATION:

Company: _____

Official Onsite Representative: _____

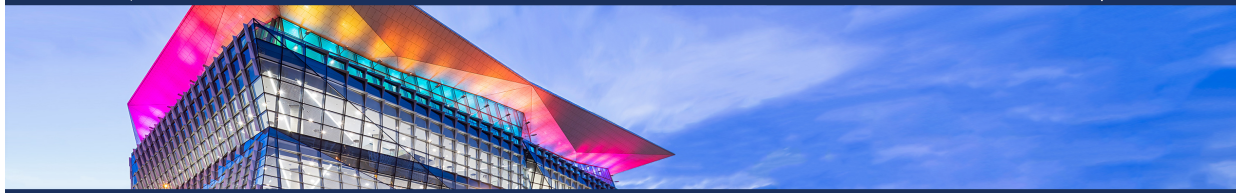
Telephone: _____ Cell Phone: _____

Email to shan@ismrm.org no later than 21 February 2020

If you have questions, please contact, Anne-Marie Kahrovic ISMRM Director of Meetings, at anne-marie@ismrm.org or Shan Teague, Meetings Coordinator at shan@ismrm.org

Phone: +1 510 841 1899

Fax: +1 510 841 2340



2020 Exhibitor

**Exhibitor Badge Registration Form
(Booth Personnel)**

DEADLINE: 21 February 2020

Please complete both pages

PLEASE NOTE: All badges will be available for onsite pick up only.

Name: _____

Company Name: _____

Address: _____

City _____ State/province _____ Country _____ Zip/Postal Code _____

Telephone: _____ Fax: _____

E-mail Address: _____

Company name EXACTLY as it should appear on badge:

ATTENDEE NAME COMPANY NAME COMPANY LOCATION

SAMPLE BADGE

Signature of Official Representative

Please fax or mail completed forms to:

Shan Teague, Meetings Department
 International Society for Magnetic Resonance in Medicine
 One Concord Road, 2300 Clayton Road, Suite 620 Concord, CA USA
 Phone: +1 510 841 1899 Fax: +1 510 841 2340
 Email: shan@ismrm.org

- CONTINUED ON THE NEXT PAGE -



2020 Exhibitor

Waived Scientific Meeting Vouchers

DEADLINE: 21 February 2020

WHAT YOU WILL RECEIVE:

- Exhibiting companies will receive one (1) waived scientific meeting voucher for each 3m x 3m space rented.
- Badges for registered individuals utilizing the scientific meeting voucher may pick up their badges starting on Friday, 17 April 2020 after 14:00.
- Once redeemed, the scientific meeting badge will allow access into the scientific sessions and exhibit hall during open hours.

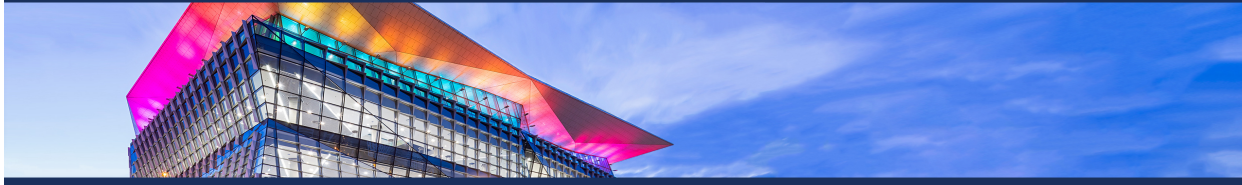
HOW TO EXCHANGE THE VOUCHER FOR A NAME BADGE:

- The vouchers will be distributed by the official company representative to the individual of choice. The individual will then be contacted by email to officially register for the meeting. If the voucher is unassigned by the time of the Annual Meeting, the official company representative will be required to assign the voucher onsite at the Exhibitor Registration Counter. We strongly encourage all official company representatives to provide the name and email of the selected individual by the Exhibitor Registration deadline of **Friday, 21 February 2020**.
- Each waived scientific meeting voucher, not redeemed electronically prior to the meeting, must be accompanied by a form completed by the registrant and confirmed by the official company representative. Once the onsite registration form is complete, it may be exchanged for a name badge at the onsite Exhibitor Registration Counter in the ISMRM registration area at the ICC Sydney. Identification is required for issuance of waived scientific meeting badges.
- **NOTE:** Once the official company representative has distributed the allotted vouchers to each company's employees, they will become the responsibility of the voucher recipient. We will not be able to reprint any scientific meeting vouchers onsite. **Once badges are claimed at the Exhibitor Registration counter, no changes, substitutions, or reprints will be permitted.** ISMRM staff at the Exhibitor Registration Counter will maintain a record of the employees who redeem their vouchers for name badges.

If you have any questions, please contact Anne-Marie Kahrovic, ISMRM Director of Meetings, at anne-marie@ismrm.org or Shan Teague, ISMRM Meetings Coordinator at shan@ismrm.org

Phone: +1 510 841 1899

Fax: +1 510 841 2340



2020 Exhibitor

Exhibitor Appointed Contractor

DEADLINE: 21 February 2020

IF YOUR COMPANY PLANS TO USE A CONTRACTOR THAT IS NOT THE OFFICIAL DESIGNATED SHOW CONTRACTOR PLEASE COMPLETE THIS FORM AND MAIL OR FAX TO THE ISMRM MEETINGS DEPARTMENT NO LATER THAN Friday, 21 February 2020.

IMPORTANT: A certificate of Insurance, naming the ISMRM as an additional insured and valid through the dates of the Annual Meeting ISMRM, and signed EAC Agreement must be received by the ISMRM no later than Friday, 21 February 2020 or your EAC may not be permitted to service your exhibit.

EXHIBITING COMPANY: _____ **BOOTH:** _____

APPOINTED CONTRACTOR COMPANY: _____

CONTRACTOR'S ADDRESS: _____

CONTRACTOR'S PHONE: _____

ON SITE SUPERVISOR: _____

TYPE OF SERVICE TO BE PROVIDED: _____

AUTHORIZED EXHIBITOR'S SIGNATURE: _____

AUTHORIZED EXHIBITOR'S NAME (Please Print): _____

Please email this form to:

ISMRM Meetings Department
One Concord Road, 2300
Clayton Road, Suite 620
Concord, CA USA
Tel: +1 510 841 1899
Fax: +1 510 841 2340

Attention: Shan Teague at shan@ismrm.org



2020Exhibitor

Security

ISMRRM will provide one security guard at the entrance of the exhibit hall during open hours and an additional roving guard during closed hours only throughout the exhibition, as well as during set-up and dismantle times.

If individual security needs are required for an exhibitor's booth, the exhibitor should contact the ISMRRM or view the additional order form provided within this Service Kit for additional pricing information. The ISMRRM is not responsible for any loss of or damage to any property, for any cause.

Please make note of the liability and insurance policies list in the online ISMRRM Prospectus under the "Once Registered" section.

Please make sure that additional security measures are in place for booths that include valuable displays during off hours on the exhibition floor.

Technical Exhibition Dates & Hours (Subject to Change)

08:00 - 22:00 Friday, 17 April (Move In)
08:00 - 22:00 Saturday, 18 April (Move In)
07:00 - 15:00 Sunday, 19 April (Move In)
18:30 - 20:00 Sunday, 19 April (Opening Reception)
10:00 - 17:00 Monday, 20 April
10:00 - 17:00 Tuesday, 21 April
10:00 - 17:00 Wednesday, 22 April
10:00 - 16:30 Thursday, 23 April
16:30 - 22:00 Thursday, 23 April (Dismantle)
07:00 - 12:00 Friday, 24 April (Dismantle)

Digital Poster Viewing Hours (Subject to Change) 07:00 -

14:00 Sunday, 19 April
07:00 - 20:30 Monday through Wednesday, 20-23 April (Viewing)
07:00 - 16:30 Thursday, 23 April (Viewing)
16:30 - 18:00 Thursday, 23 April (Dismantle)

Restrictions

Children under 16 are not allowed on the exhibit floor or in the poster viewing area.

**Admission
By Badge
Only**

For further information regarding special security arrangements, please refer to the exhibitor's service kit.