



2024 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 each form.

<u>Deadline</u>	<u>Service</u>	<u>Completed</u>
16 February 2024	Cancellation of exhibit space must be made in writing on or before 16 February 2024 for a full refund (minus US\$100 administration fee)	
23 February 2024	Reserve advertising space in the Exhibition Guide	
23 February 2024	Company Profile for ISMRM Guide to the Exhibition (If not already submitted on booth contract or if changes are needed)	
29 February 2024	ExpoLogic Lead Retrieval Advanced Rate Deadline deadline for additional LeadPod Pro app (first one is complimentary to ISMRM exhibitors)	
15 March 2024	Artwork for advertisement in the Exhibition Guide Deadline	
20 March 2024	Peninsula (3x6 w/ 2 corners) and Island Booth designs & floor plans due to Kingsmen (Please email Mylene Lim (mylenelim@kingsmen-int.com) and Patrick Wong (patrickwong@kingsmen-int.com))	
22 March 2024	Kingsmen Rigging Advanced Order Rate Deadline	
22 March 2024	Kingsmen Decorator/Builder/Electrical Advanced Order Rate Deadline <u>(orders after the advanced pricing deadline subject to a 30% surcharge and onsite orders 50% surcharge)</u>	
29 March 2024	Outside Function Space/Ancillary Meeting Requests due	
01 April 2024	Cross Connect Freight Shipment Form Due	
05 April 2024	Exhibitor Appointed Contractor Form Due	
05 April 2024	Certificate of Commercial Liability Insurance Form	



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| 05 April 2024 | Suntec External Catering Vendor Permit Due
(if applicable) |
| 05 April 2024 | Suntec 3rd Party Wifi Permit due
(if applicable) |
| 05 April 2024 | Ascend A/V & IT Advanced Order Rate Deadline |
| 08 April 2024 | CHM Exhibitor Hotel Reservations Cancellation Deadline
(in addition to each individual hotel's cancellation penalty) |
| 15 April 2024 | CleanSolutions Booth Cleaning Services Order Form
Due |
| 19 April 2024 | Exhibitor Personnel & Waived Badge Registration
Forms Due |