



**ISMRRM & ISMRT**  
ANNUAL MEETING & EXHIBITION  
*Honolulu, Hawai'i, USA* 10-15 MAY 2025



## 2025 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>
<b>14 February 2025</b>	Cancellation of exhibit space must be made. in writing on or before 14 February 2025 for a full refund (minus US\$100 administration fee)	
<b>27 February 2025</b>	Reserve advertising space in the Exhibition Guide	
<b>27 February 2025</b>	Company Profile for ISMRRM Guide to the Exhibition (If not already submitted on booth contract or if changes are needed)	
<b>07 March 2025</b>	Cross Connect Freight Shipment Form Due	
<b>13 March 2025</b>	Expologic Lead Retrieval Advanced Order Rate Deadline for additional LeadPod Pro app	
<b>14 March 2025</b>	Artwork for advertisement in the Exhibition Guide Deadline	
<b>21 March 2025</b>	Outside Function Space/Ancillary Meeting Requests due	
<b>01 April 2025</b>	Peninsula booths (3x6 w/ 2 corners) w/ custom elements and Island Booth designs & floor plans due to ICS (Please email Katrina Watson ( <a href="mailto:katrina@ismrm.org">katrina@ismrm.org</a> ) and Tanya Lasconia ( <a href="mailto:tanyal@icshawaii.net">tanyal@icshawaii.net</a> ) booth plans	
<b>01 April 2025</b>	Exhibitor Appointed Contractor Form Due	
<b>04 April 2025</b>	Certificate of Commercial Liability Insurance Form Due	



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<b>08 April 2025</b>	Cross Connect Advanced Warehouse Cut-Off Date
<b>10 April 2025</b>	ICS Signs/Graphics Advanced Order Deadline
<b>11 April 2025</b>	CHM Exhibitor Housing Reservations Cancellation Deadline (in addition to each individual hotel's cancellation penalty)
<b>14 April 2025</b>	ICS Banners Advanced Order Deadline
<b>14 April 2025</b>	ICS Rigging Advanced Order Deadline
<b>18 April 2025</b>	CHM Exhibitor Housing Reservations Special Rate Deadline
<b>18 April 2025</b>	Projection A/V Services Advanced Order Deadline
<b>23 April 2025</b>	ICS Labor Advanced Rate Deadline
<b>23 April 2025</b>	ICS Cleaning Services Advanced Rate Deadline
<b>23 April 2025</b>	ICS Material Handling Advanced Rate Deadline
<b>23 April 2025</b>	ICS Electrical Advanced Rate Deadline
<b>23 April 2025</b>	ICS Booth Furnishings & Flooring Advanced Rate Deadline
<b>23 April 2025</b>	HCC Telecommunications Advanced Order Rate Deadline
<b>30 April 2025</b>	Exhibitor Personnel & Waived Badge Registration Forms Due