

Exhibitor Services Checklist

| DONE | ITEMS TO BE ACCOMPLISHED | DUE DATE |
|------|--|--|
| | Return Booth Contract and Payment | All payments must be made by June 5, 2024. |
| | Secure a Sponsorship | Today |
| | Travel to London arranged. Hotel Information – Book Early as they go fast! | As Soon as Possible |
| | Review what is included with your space . | Today |
| | Invite your customers to visit you in the exhibit hall using the complimentary customer invitations. A savings of £142 per badge. | Contact exhibits@asme.org. |
| | Place an Advertisement in the Final Program | March 5, 2024 |
| | Take advantage of free promotional opportunities that come with your space. Request a Conference logo for your email signature/Website/social media. Participate in the Social Media Gleanin campaign when available. | Today |
| | Secure a Spot on the Exhibitor Presentation Stage in the Expo Hall | March 1, 2024 |
| | Update Online Exhibitor Directory Listing (company description, products/services, logo, meeting availability, in-booth activities, giveaways/in booth drawings) | March 5, 2024 |
| | Are you hiring? Let us know and we will identify you as HIRING in the exhibitor directory and on the Show floor. | June 1, 2024 |
| | Arrange Booth Freight (GES - Official Show Freight Forwarder) Advance Shipments Begin Thursday, May 23, 2024 Advance Shipments Last Day Monday, June 17, 2024 Shipments to Show Site Begin Monday, June 24, 2024 | See Dates |
| | Don't forget to request your COMPLIMENTARY Lead Retrieval . <i>The leads are not part of the Conference App.</i> | May 26, 2024 |
| | Order GES Services: <ul style="list-style-type: none"> • Furniture and Accessories • Installation/Dismantle Labor • Custom Signage and Graphics • Booth Cleaning • Shipping | June 3, 2024 |
| | Register as Booth Personnel. Contact ASME for registration information. All exhibiting company authors must be registered by April 18, 2024 , to submit their final paper. | Advance Pricing Deadline: May 24, 2024 |
| | Order Audio Visual and Computer Equipment | May 27, 2024 |
| | Order ExCeL Services : <ul style="list-style-type: none"> • Electrical / Rigging / Plumbing / Stand Cleaning / Catering • Internet (Exhibit Hall has wifi, but if streaming in booth, a dedicated line is recommended) | |
| | Review the Hall Access Hours and share with your attending team. | June 1, 2024 |