

Exhibitor Services Checklist

DONE	ITEMS TO BE ACCOMPLISHED	DUE DATE
	Return Booth Contract and Payment	All payments must be made by June 1, 2019.
	Secure a Sponsorship	Today
	Travel to Phoenix, Arizona arranged. Discounted Airfare / Letter of Invitation / Hotel Information	As Soon as Possible
	If using a stand builder (exhibitor appointed contractor other than GES), submit the EAC paperwork	April 1, 2019
	Invite your customers to visit you in the exhibit hall using the complimentary customer invitations. A savings of \$150 per badge.	Contact igtixpo@asme.org.
	Place an Advertisement in the Final Program	March 1, 2019
	Secure a Spot on the Exhibitor Presentation Stage in the Expo Hall	March 4, 2019
	Update Online Exhibitor Directory Listing	March 15, 2019
	Submit Request Form for Meeting Room/Hospitality Suite	April 3, 2019
	Arrange Booth Freight Shipment with GES (official Freight Forwarder for ASME Turbo Expo)	As Soon as Possible
	Notify ASME of Large or Heavy Equipment That Will Require Special Hall Access	May 2, 2019
	Don't forget to request your COMPLIMENTARY Lead Retrieval System	May 17, 2019
	Order GES Services: <ul style="list-style-type: none"> • Furniture and Accessories • Installation/Dismantle Labor • Custom Signage and Graphics • Booth Cleaning • Floral • Internet/Networking and Electrical Services (Wifi is complimentary but recommend purchasing if streaming in booth) 	May 28, 2019
	Register as Booth Personnel. Contact ASME for registration information.	April 22 for best rates
	Order Audio Visual and Computer Equipment	May 18, 2019
	Order Booth Catering – Phoenix Convention Center	June 1, 2019
	Submit Proof of Insurance to ASME . If you need insurance, you can purchase for only \$84 .	June 1, 2019