



Exhibitor Services Checklist

Complete	Items to be Accomplished	Due Date
<input type="checkbox"/>	Register Your Booth Personnel – Please contact us if you have not received an email with registration instructions.	Today
<input type="checkbox"/>	Secure a Sponsorship	Today
<input type="checkbox"/>	Review what's included in your space	Today
<input type="checkbox"/>	Make Travel Arrangement to Portland, OR Have extra time? Explore Portland	Today
<input type="checkbox"/>	Promote Your Presence at the Event. Request the Conference logo for email signature/website/social media.	Today
<input type="checkbox"/>	Place an Advertisement in the Final Program	9/15/2024
<input type="checkbox"/>	Secure a Spot for the IMECE Chat Zone	10/1/2024
<input type="checkbox"/>	Order Audio Visual & Computer Services	10/14/2024
<input type="checkbox"/>	Are you hiring? Let us know and we'll identify you as HIRING in the exhibitor directory and on the Show Floor.	10/14/2024
<input type="checkbox"/>	Update Your Online Exhibitor Listing (logo, company description, products/services, in-booth activities, giveaways, etc.) Please contact ASME if you need the link to update your exhibitor listing.	10/14/2024
<input type="checkbox"/>	Order Complimentary Lead Retrieval	10/14/2024
<input type="checkbox"/>	Order Oregon Convention Center Services <ul style="list-style-type: none">- Electrical- Booth Cleaning- Rigging	10/25/2024
<input type="checkbox"/>	Order GES Services <ul style="list-style-type: none">- Furniture & Accessories- Installation & Dismantle Labor- Custom Signage & Graphics- Shipping	10/28/2024