



IMECE 2025 Exhibitor Services Checklist

| Complete | Items to be Accomplished | Due Date |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Return your booth contract and payment | Today |
| <input type="checkbox"/> | Enhance your presence at the event by Securing a Sponsorship | Today |
| <input type="checkbox"/> | Review what's included in your space | Today |
| <input type="checkbox"/> | Make Travel Arrangement to Memphis, TN Have extra time? Explore Memphis | 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 | 9/8/2025 |
| <input type="checkbox"/> | Secure a Spot on the IMECE Tech Spotlight Stage | 10/1/2025 |
| <input type="checkbox"/> | Order Audio Visual & Computer Services | 10/16/2025 |
| <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. | 10/16/2025 |
| <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. | 10/16/2025 |
| <input type="checkbox"/> | Order Complimentary Lead Retrieval | 10/16/2025 |
| <input type="checkbox"/> | Order Renasant Convention Center Services <ul style="list-style-type: none">- Electrical, Internet/Wi-Fi- Exhibitor Booth Catering- Exhibitor Booth Rigging | 11/03/2025 |
| <input type="checkbox"/> | Order GES Services <ul style="list-style-type: none">- Furniture & Accessories- Installation & Dismantle Labor- Custom Signage & Graphics- Shipping- Booth Cleaning | 10/17/2025 10/27/2025 |