



IMECE 2026 Exhibitor Services Checklist

Complete	Items to be Accomplished	Due Date
☐	Return your booth contract and payment	Today
☐	Enhance your presence at the event by Securing a Sponsorship	Today
☐	Review what's included in your space	Today
☐	Make Travel Arrangement to Vancouver, BC Canada Have extra time? Explore Vancouver	Today
☐	Promote Your Presence at the Event. Request the Conference logo for email signature/website/social media.	Today
☐	Place an Advertisement in the Final Program	9/28/2026
☐	Secure a Spot on the Exhibitor Spotlight Stage	10/1/2026
☐	Order Audio Visual & Computer Services	10/16/2026
☐	Are you hiring? Let us know and we'll identify you as HIRING in the exhibitor directory and on the Show Floor.	10/16/2026
☐	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.	10/16/2026
☐	Order Complimentary Lead Retrieval	10/16/2026
☐	Order GES Services - Furniture & Accessories - Installation & Dismantle Labor - Custom Signage & Graphics - Shipping - Booth Cleaning	10/16/2026
☐	Order Vancouver Convention Centre Services - Electrical - Cleaning - Catering - Safety	Various – please check website