

ASME Turbo Expo Exhibitor FAQ

How do I register my booth staff?

- Exhibitors receive three (3) complimentary booth staff badges and one (1) technical conference badge per 9sm of booth space. Exhibitors also receive complimentary exhibit hall passes which can be distributed to customers inviting them to visit your booth. This will allow them access to the hall floor free of charge (does not include any conference sessions). Contact igtexpo@asme.org for information on how to register for the badges.

When are the move-in/move-out times for exhibitors and opening times of the exhibit hall?

- Hall Access Hours

How do I make hotel reservations or reserve a room block?

- Hotel Information

What is included with my booth space?

- Booth Space Information

Is floor covering mandatory? Where do I order carpet?

- Although floor covering is not mandatory, it is recommended. Not only for comfort in the booth but for the look of your booth. Carpet can be ordered from the GES Services Kit found online at <https://www.asme.org/events/turbo-expo/sponsor-exhibit/exhibitor-services>.

Who do I contact for computer/audio visual needs?

- Audio Visual Form

Where can I order booth furnishings?

- Booth furnishings can be ordered from the Official Show Contractor, GES.

Who do I contact for my complimentary lead retrieval unit?

- A form to return for your complimentary unit can be found at: <https://www.asme.org/events/turbo-expo/sponsor-exhibit/exhibitor-services>

Is insurance required?

- Yes. All Exhibitors shall obtain and keep in force from June 21 - June 26, 2020, policies of General Liability and Property Insurance in an amount not less than \$1,000,000 Combined Single Limit for personal injury and property damage. More information.

Exhibitor Appointed Contractors: Procedures and Regulations

- If anyone other than your company staff are putting your booth together, you will need to review the Exhibitor Appointed Contractor rules.

Is there Wi-Fi access in the exhibit hall?

- Yes, complimentary Wi-Fi is available throughout the Conference Center. If you are planning to stream from your booth or do business on the internet, it is recommended to purchase a dedicated line.

Parking cost & information at the Convention Center

- Parking at ExCeL is a fixed rate of £20 for 24 hours, inclusive of VAT.

Who do I contact for shipping, freight, and material handling?

- GES Logistics has been selected as the Official Freight Forwarder.

How can I get access to the Online Conference Proceedings?

- Exhibitors that are registered for the Technical Conference will receive an email about 2-weeks prior to the Conference with information on how to access the online papers. There will also be a DVD provided at the Conference to those who have the technical conference badge.

What is the date, time and location of my technical session?

- You can visit the online program schedule to determine when your presentation will be happening in the technical conference.

What audio/visual equipment is provided for the exhibitor stage?

- The stage will be equipped with a laptop, a microphone, an LCD projector and screen. All the presenter needs is a flash drive and to arrive at the stage 15 minutes prior to their presentation. The stage location can be found on the floor plan.

How can I order food and beverages for my booth?

- You can find the booth catering form can be found in the Exhibitor Services Center.

Where is the Loading Dock?

- ExCel