



# ASME 2020 TURBO EXPO

Turbomachinery Technical Conference & Exposition  
Presented by the ASME International Gas Turbine Institute

CONFERENCE  
JUNE 22 – 26

EXHIBITION  
JUNE 23 – 25

ExCeL London  
London, England

## Hospitality Suite / Meeting Room RESERVATION REQUEST FORM

**DEADLINE: March 1, 2020**

Please complete the following if you would like to reserve a Hospitality Suite / Meeting Room:

Exhibiting Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Description/Purpose of Event: \_\_\_\_\_

Organizing Contact: \_\_\_\_\_ On-site Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Would you like ASME to include this event in the Final Program? (If yes, final event information will be required by April 1): YES NO

Rooms and hospitality suites are available for rent for any official exhibiting company. To request a proposal, please complete the basic information below and return the request. Please note all requests are subject to approval by Turbo Expo organizers.

Preferred Date	Preferred Time	Preferred Property	Room Type
<input type="checkbox"/> Monday, June 22	_____	<input type="checkbox"/> Conference Center	<input type="checkbox"/> Meeting Room
<input type="checkbox"/> Tuesday, June 23	_____	<input type="checkbox"/> Hotel	<input type="checkbox"/> Hospitality Suite
<input type="checkbox"/> Wednesday, June 24	_____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Thursday, June 25	_____		
<input type="checkbox"/> Friday, June 26	_____		

Function Type	Catering Requirements	Number Expected
<input type="checkbox"/> Standing Reception	<input type="checkbox"/> Buffet - Standing	<input type="checkbox"/> Less than 10
<input type="checkbox"/> Sit-down Lunch or Dinner	<input type="checkbox"/> Buffet - Sitting	<input type="checkbox"/> 10-20
<input type="checkbox"/> Private Meeting	<input type="checkbox"/> Sit Down Meal	<input type="checkbox"/> 21-50
<input type="checkbox"/> Product Demo	<input type="checkbox"/> Light Refreshments	<input type="checkbox"/> 50-100
	<input type="checkbox"/> No Catering Required	<input type="checkbox"/> More than 100

**Room Set:**     Classroom     Theater     U-Shape     Other \_\_\_\_\_

**Please identify required AV:**

- Laptop Computer                       LCD Projector
- Podium                                       Microphone (Type): \_\_\_\_\_
- Screen                                       Other: \_\_\_\_\_

**Special Notations/Requests:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that by signing this form, \_\_\_\_\_, (Company) will abide by the Exhibitor policies and procedures as laid out in the exhibitor contract.

Please sign here: \_\_\_\_\_

Date: \_\_\_\_\_

**RETURN THIS FORM VIA EMAIL TO:**  
ASME Turbo Expo Affiliate Meeting Requests  
Email: [igtiprogram@asme.org](mailto:igtiprogram@asme.org)