

## Exhibitor Services Checklist

DONE	ITEMS TO BE ACCOMPLISHED	DUE DATE
	<a href="#">Return Booth Contract and Payment</a>	All payments must be made by June 1, 2022.
	<a href="#">Secure a Sponsorship</a>	Today
	Travel to <a href="#">Rotterdam</a> , the Netherlands arranged. <a href="#">Hotel Information</a>	As Soon as Possible
	If using a stand builder (exhibitor appointed contractor other than GES), submit the <a href="#">EAC paperwork</a>	May 1, 2022
	Invite your customers to visit you in the exhibit hall using the complimentary customer invitations. A savings of €160 per badge.	Contact <a href="mailto:igtixpo@asme.org">igtixpo@asme.org</a> .
	Place an <a href="#">Advertisement</a> in the Final Program	March 14, 2022
	Secure a Spot on the <a href="#">Exhibitor Presentation Stage</a> in the Expo Hall	March 4, 2022
	Update Online <a href="#">Exhibitor Directory Listing</a>	March 15, 2022
	Submit Request Form for <a href="#">Meeting Room/Hospitality Suite</a>	March 1, 2022
	<a href="#">Arrange Booth Freight Shipment with GES</a> (official Freight Forwarder for ASME Turbo Expo)	May 16, 2022
	Notify <a href="#">ASME</a> of Large or Heavy Equipment That Will Require Special Hall Access	May 2, 2022
	Don't forget to request your COMPLIMENTARY <a href="#">Lead Retrieval System</a>	May 13, 2022
	<b><a href="#">Order GES Services:</a></b> <ul style="list-style-type: none"> <li>• Furniture and Accessories</li> <li>• Installation/Dismantle Labor</li> <li>• Custom Signage and Graphics</li> <li>• Booth Cleaning</li> <li>• Floral</li> <li>• Internet/Networking and Electrical Services (Wifi is complimentary but recommend purchasing if streaming in booth)</li> </ul>	April 29, 2022
	Register as Booth Personnel. Contact <a href="#">ASME</a> for registration information.	<b>May 31 for best rates</b>
	Order <a href="#">Audio Visual and Computer Equipment</a>	May 30, 2022
	Order <a href="#">Booth Catering</a> – AHOY Conference Center	May 30, 2022
	Submit Proof of Insurance to <a href="#">ASME</a> . If you need insurance, <a href="#">you can purchase for only GBP 150.</a>	June 3, 2022