

Exhibitor Services Checklist

DONE	ITEMS TO BE ACCOMPLISHED	DUE DATE
	Return Booth Contract and Payment	All payments must be made by June 5, 2023.
	Secure a Sponsorship	Today
	Travel to Boston , Massachusetts arranged. Hotel Information	As Soon as Possible
	If using a stand builder (exhibitor appointed contractor other than GES), submit the EAC paperwork to GES from the ESK	May 1, 2023
	Invite your customers to visit you in the exhibit hall using the complimentary customer invitations. A savings of \$150 per badge.	Contact igtixpo@asme.org.
	Place an Advertisement in the Final Program	March 15, 2023
	Secure a Spot on the Exhibitor Presentation Stage in the Expo Hall	March 1, 2023
	Update Online Exhibitor Directory Listing	March 15, 2023
	Submit Request Form for Meeting Room/Hospitality Suite	March 1, 2023
	Arrange Booth Freight Shipment with GES (official Freight Forwarder for ASME Turbo Expo)	ASAP
	Notify ASME of Large or Heavy Equipment That Will Require Special Hall Access	May 2, 2023
	Don't forget to request your COMPLIMENTARY Lead Retrieval System access	May 26, 2023
	Order GES Services: <ul style="list-style-type: none"> • Furniture and Accessories • Installation/Dismantle Labor • Custom Signage and Graphics • Booth Cleaning • Floral 	June 5, 2023
	Register as Booth Personnel. Contact ASME for registration information.	Advance Deadline: April 11, 2023
	Order Audio Visual and Computer Equipment	May 27, 2023
	Order Hynes Services: <ul style="list-style-type: none"> • Electrical • Internet (Exhibit Hall has wifi but if streaming in booth, a dedicated line is recommended) • Rigging • Plumbing • Booth Security 	
	Order Booth Catering – Hynes Conference Center	June 1, 2023
	Submit Proof of Insurance to ASME . If you need insurance, you can purchase for only \$84.	June 1, 2023