

Exhibitor Services Checklist

| DONE | ITEMS TO BE ACCOMPLISHED | DUE DATE |
|------|--|--|
| | Return Booth Contract and Payment | All payments must be made by June 6, 2025. |
| | Secure a Sponsorship | Today |
| | Travel to Memphis arranged. Hotel Information – Book Early as they go fast! | Last Day to Book: May 13, 2025 |
| | Review what is included with your space . The exhibit hall is carpeted. | Today |
| | Invite your customers to visit you in the exhibit hall using the complimentary customer invitations. A savings of \$150 per badge. | Contact exhibits@asme.org |
| | Place an Advertisement in the Final Program | March 15, 2025 |
| | Take advantage of free promotional opportunities that come with your space. Request a Conference logo for your email signature/Website/social media. Participate in the Social Media Gleanin campaign when available. | Today |
| | Secure a Spot on the Exhibitor Presentation Stage in the Expo Hall | March 1, 2025 |
| | Update Online Exhibitor Directory Listing (company description, products/services, logo, meeting availability, in-booth activities, giveaways/in booth drawings) | March 15, 2025 |
| | Are you hiring? Let us know and we will identify you as HIRING in the exhibitor directory and on the Show floor. | May 1, 2025 |
| | Arrange Booth Freight (GES - Official Show Freight Forwarder) GES - ASME Turbo Expo 2025 Exhibitor / Booth Number 885 Douglas Hill Road, Suite 200 Lithia Springs, GA 30122 | Advance Warehouse: May 15 - June 9, 2025 |
| | Don't forget to request your COMPLIMENTARY Lead Retrieval . | April 11, 2025 |
| | Order GES Services: <ul style="list-style-type: none"> ● Furniture and Accessories ● Installation/Dismantle Labor ● Custom Signage and Graphics ● Booth Cleaning ● Shipping | Discount Deadline: May 27, 2025 Advance Shipments: May 15 to June 9, 2025 |
| | Register as Booth Personnel. Contact ASME for registration information. All exhibiting company presenting authors must be registered by March 18, 2025 , to submit their final paper. | Advance Pricing Deadline: March 31, 2025 |
| | Order Audio Visual and Computer Equipment | May 21, 2025 |
| | Order Renasant Convention Center Services : <ul style="list-style-type: none"> ● Electrical / Internet/Wifi ● Internet (Exhibit Hall has wifi, but if streaming in booth, a dedicated line is recommended) | June 4, 2025 |
| | Review the Hall Access Hours and share with your attending team. | June 1, 2025 |
| | Order booth sign rigging . | June 3, 2025 |