



Before You Travel

- [Arrange travel to Milan](#)
- [Review Visa requirements](#)
- [Review VAT guidance](#)
- [Book your hotel early](#)
- [Childcare reimbursement program](#)
- [Review your exhibit space inclusions](#)

Marketing & Promotion

- [Complimentary attendee invitations](#)
- [Request a conference logo](#)
- [Social Media Gleanin campaign](#)
- [Update Exhibitor Directory Listing \(Due March 15, 2026\)](#)

Show Logistics

- [Submit Exhibitor Theater information \(Due April 1\)](#)
- [Request Complimentary Lead Retrieval \(Due April 11, 2026\)](#)
- [Hiring notification \(Due May 1, 2026\)](#)
- [Arrange Booth Freight \(May 11–June 10\)](#)
- [Order GES Services \(Advance Deadline: May 1\)](#)
- Order Center Services (Advance Deadline: June 1 (Coming Soon))

Administrative

- Return Booth Contract to ASME & Payment to Sea to Sky (Due no later than June 8)
- [Register Booth Personnel \(Advance pricing: May 12\)](#) ***Authors March 16* [Let us know](#) if you need the registration information.