



ASME 2018 TURBO EXPO

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

CONFERENCE June 11 – 15 | EXHIBITION June 12 – 14

Norges Varemesse
Lillestrøm, Norway

Hospitality Suite / Meeting Room RESERVATION REQUEST FORM

DEADLINE: April 2, 2018

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: _____

Who will attend (ex: existing customers, employees, potential customers, open to all Turbo delegates, etc.):

Organizing Contact: _____ On-site Contact: _____

Telephone: _____ Fax: _____

Email: _____

Would you like ASME IGTI to include this event in the Final Program? (If yes, contact igtiexpo@asme.org for further explanation): 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 11	_____	<input type="checkbox"/> Conference Center	<input type="checkbox"/> Meeting Room
<input type="checkbox"/> Tuesday, June 12	_____	<input type="checkbox"/> Hotel	<input type="checkbox"/> Hospitality Suite
<input type="checkbox"/> Wednesday, June 13	_____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Thursday, June 14	_____		
<input type="checkbox"/> Friday, June 15	_____		

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