

Exhibitor Services Checklist

| DONE | ITEMS TO BE ACCOMPLISHED | DUE DATE |
|------|--|--|
| | Return Booth Contract and Payment | All payments must be made by November 1, 2017. |
| | Secure a Sponsorship | Today |
| | Travel to Tampa arranged. | As Soon as Possible |
| | Place an Advertisement in the Final Program | September 22, 2017 |
| | Secure a Spot on the Exhibitor Presentation Stage in the Expo Hall | September 18, 2017 |
| | Update Online Exhibitor Directory Listing | October 1, 2017 |
| | Arrange Hotel Reservations. | October 10, 2017 |
| | Arrange Booth Freight Shipment. GES provides a discount on material handling when you use them for shipping. | As Soon as Possible |
| | Notify ASME of Large or Heavy Equipment That Will Require Special Hall Access | October 2, 2017 |
| | Don't forget to request your COMPLIMENTARY Lead Retrieval System | October 6, 2017 |
| | <p>Order GES Services:</p> <ul style="list-style-type: none"> • Furniture and Accessories • Installation/Dismantle Labor • Custom Signage and Graphics • Booth Cleaning | October 16, 2017 |
| | Register as Booth Personnel | November 2 for best rates |
| | Order Audio Visual and Computer Equipment | October 5, 2017 |
| | Order Booth Catering – Tampa Convention Center | October 30, 2017 |
| | Order Internet/Networking and Electrical Services | October 16, 2017 |
| | Arrange for Payment to GES and Other Contractors | As Per Agreements |