

## Exhibitor Services Checklist

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