



## 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, 2018.
	Secure a <a href="#">Sponsorship</a>	Today
	Travel to <a href="#">Pittsburgh</a> arranged.	As Soon as Possible
	Place an <a href="#">Advertisement in the Final Program</a>	September 15, 2018
	<a href="#">Secure a Spot on the Exhibitor Presentation Stage in the Expo Hall</a>	September 15, 2018
	<a href="#">Update Online Exhibitor Directory Listing</a>	October 1, 2018
	Arrange <a href="#">Hotel Reservations</a> .	October 1, 2018
	Arrange Booth Freight Shipment. GES provides a discount on material handling when you use them for shipping.	As Soon as Possible
	Notify <a href="#">ASME</a> of Large or Heavy Equipment That Will Require Special Hall Access	October 2, 2018
	Don't forget to request your <a href="#">COMPLIMENTARY Lead Retrieval System</a>	October 6, 2017
	<a href="#">Order GES Services:</a> <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></ul>	October 16, 2017
	<a href="#">Register as Booth Personnel</a>	November 2 for best rates
	<a href="#">Order Audio Visual and Computer Equipment</a>	October 11, 2017
	Order Booth Catering – <a href="#">Pittsburgh Convention Center</a>	October 22, 2018
	Order <a href="#">Internet/Networking and Electrical Services</a>	October 22, 2018
	Arrange for Payment to GES and Other Contractors	As Per Agreements