

## Exhibitor Services Checklist

	ITEMS TO BE ACCOMPLISHED	DUE DATE
<input type="checkbox"/>	Travel to Glasgow Arranged	As Soon as Possible
<input type="checkbox"/>	<a href="#">Arrange Hotel Reservations</a>	May 3, 2010
<input type="checkbox"/>	<a href="#">Secure a Sponsorship</a>	June 1, 2010
<input type="checkbox"/>	<a href="#">Register as Booth Personnel</a>	May 17, 2010 for early bird rates
<input type="checkbox"/>	Arrange for Payment to GES/Melville, Smart-Reg, and Other Contractors	As Per Agreements
<input type="checkbox"/>	<a href="#">Place an Advertisement in the Advance and/or Final Program</a>	Advance: Dec 4 Final: April 2
<input type="checkbox"/>	Arrange Booth Freight Shipment - contact Mike Kovac, <a href="mailto:mkovac@ges.com">mkovac@ges.com</a>	May 1, 2010
<input type="checkbox"/>	<a href="#">Secure a Spot on the Exhibitor Presentation Stage in the Expo Hall</a>	March 5, 2010
<input type="checkbox"/>	<a href="#">Request your Complimentary Copies of Customer Invitations for Free Admission to the Exhibit Hall</a>	March 6, 2010
<input type="checkbox"/>	<a href="#">Update Online Exhibitor Directory Listing</a>	April 2, 2010
<input type="checkbox"/>	<a href="#">Submit Notification of Intent to Use NOSC Form to IGTI</a>	March 3, 2010
<input type="checkbox"/>	<a href="#">Submit NOSC Proof of Insurance to IGTI</a>	March 3, 2010
<input type="checkbox"/>	<a href="#">Submit Proof of Insurance to IGTI</a>	June 1, 2010
<input type="checkbox"/>	<a href="#">Stands must not exceed 4m in height – Stand Approval from Melville</a>	May 15, 2010
<input type="checkbox"/>	<a href="#">Submit Request Form for Meeting Room/Hospitality Suite</a>	April 1, 2010
<input type="checkbox"/>	<a href="#">Notify IGTI of Large or Heavy Equipment That Will Require Special Hall Access</a>	May 1, 2010
<input type="checkbox"/>	<a href="#">Order Lead Retrieval System – Smart-Reg International</a>	May 14, 2010

<input type="checkbox"/>	<a href="#">Order Audio Visual Equipment – Melville Exhibitor Services Kit</a>	May 14, 2010
<input type="checkbox"/>	<a href="#">Order Computer Equipment – Melville Exhibitor Services Kit</a>	May 14, 2010
<input type="checkbox"/>	<a href="#">Order Furniture and Accessories – Melville</a>	May 14, 2010
<input type="checkbox"/>	<a href="#">Order Installation/Dismantle Labor - Melville</a>	May 14, 2010
<input type="checkbox"/>	<a href="#">Order Custom Signage - Melville</a>	May 14, 2010
<input type="checkbox"/>	<a href="#">Order Booth Cleaning – Melville</a>	May 14, 2010
<input type="checkbox"/>	<a href="#">Submit Rigging Request Form – Melville</a>	May 14, 2010
<input type="checkbox"/>	<a href="#">Order Booth Catering – SECC</a>	May 14, 2010
<input type="checkbox"/>	<a href="#">Order Utilities (Water/Air) – Melville</a>	May 14, 2010
<input type="checkbox"/>	<a href="#">Order Telephone Services – Melville</a>	May 14, 2010
<input type="checkbox"/>	<a href="#">Order Internet/Networking Services – Melville</a>	May 14, 2010
<input type="checkbox"/>	<a href="#">Order Electricity – Melville</a> NOTE RESTRICTIONS AND REQUIREMENTS for the UK	May 14, 2010
<input type="checkbox"/>	<a href="#">Order Floral – Melville</a>	May 14, 2010
<input type="checkbox"/>	Return Booth Contract and Payment	All payments must be made by June 1, 2010

For questions, contact [igtiexpo@asme.org](mailto:igtiexpo@asme.org).

### **NOTES**