

Exhibitor Services Checklist

	ITEMS TO BE ACCOMPLISHED	DUE DATE
<input type="checkbox"/>	Travel to Copenhagen Arranged	As Soon as Possible
<input type="checkbox"/>	Arrange Hotel Reservations	May 14, 2012
<input type="checkbox"/>	Secure a Sponsorship	June 1, 2012
<input type="checkbox"/>	Register as Booth Personnel	May 14, 2012 for best rates
<input type="checkbox"/>	Arrange for Payment to GES, Smart-Reg, and Other Contractors	As Per Agreements
<input type="checkbox"/>	Place an Advertisement in the Final Program	March 2, 2012
<input type="checkbox"/>	Arrange Booth Freight Shipment - contact Mike Kovac, mkovac@ges.com	May 2, 2012
<input type="checkbox"/>	Secure a Spot on the Exhibitor Presentation Stage in the Expo Hall	March 2, 2012
<input type="checkbox"/>	Request your Complimentary Copies of Customer Invitations for Free Admission to the Exhibit Hall	March 2, 2012
<input type="checkbox"/>	Update Online Exhibitor Directory Listing	March 5, 2012
<input type="checkbox"/>	Submit Notification of Intent to Use an EAC Form to IGTI	March 9, 2012
<input type="checkbox"/>	Submit EAC Proof of Insurance to IGTI	March 9, 2012
<input type="checkbox"/>	Submit Proof of Insurance to IGTI	June 1, 2012
<input type="checkbox"/>	Submit Request Form for Meeting Room/Hospitality Suite	April 6, 2012
<input type="checkbox"/>	Notify IGTI of Large or Heavy Equipment That Will Require Special Hall Access	May 1, 2012
<input type="checkbox"/>	Order Lead Retrieval System – Smart-Reg International Use the login: TURBO-12.	May 10, 2012
<input type="checkbox"/>	Order Audio Visual and Computer Equipment – GES Exhibitor Services Kit	May 11, 2012

<input type="checkbox"/>	Order Furniture and Accessories – GES	May 11, 2012
<input type="checkbox"/>	Order Installation/Dismantle Labor - GES	May 11, 2012
<input type="checkbox"/>	Order Custom Signage - GES	May 11, 2012
<input type="checkbox"/>	Order Booth Cleaning – Bella Center	TBA
<input type="checkbox"/>	Submit Rigging Request Form – Bella Center	TBA
<input type="checkbox"/>	Order Booth Catering – Bella Center	TBA
<input type="checkbox"/>	Order Utilities (Water/Air) – Bella Center	TBA
<input type="checkbox"/>	Order Telephone Services – Bella Center	TBA
<input type="checkbox"/>	Order Internet/Networking Services – GES	May 11, 2012
<input type="checkbox"/>	Order Electricity – GES	May 11, 2012
<input type="checkbox"/>	Order Floral – GES	May 11, 2012
<input type="checkbox"/>	Return Booth Contract and Payment	All payments must be made by May 20, 2012.

For questions, contact igtiexpo@asme.org.

NOTES