



We continually strive to make TURBO EXPO the world's premier forum for the exchange of turbine technology, knowledge, and networking and a beneficial venue in which to market your products and services. Feedback on further modifications and improvements is always welcome.

## Contracts and Invoices

You should have received your contract and returned the signature page to ASME IGTI. If you need another copy, [please contact us today](#). Invoices are sent by email after receipt of the signed contract and payable in \$USD.

## Sponsorships

[Enhance the return on your investment further through the many sponsorship opportunities offered by ASME IGTI.](#) The more attendees see and hear your company's name, the more likely they are to stop by your booth.

Sponsoring is an inexpensive way to get higher visibility of your company's name to the attendees and lets them know you are active in the exposition and more importantly in the industry.

For details on new and existing sponsorship opportunities please [visit the sponsorships area of the Turbo Expo Web site](#).

## GES—Official Show Contractor

We are pleased to once again offer the [Exhibitor Services Center online](#). It is designed to assist you in obtaining the products and services you may require for participation in TURBO EXPO. Please review all the material carefully and note the due dates for ordering the services you require, **as prices will change based on ordering dates.**

**Forms for GES Services and Online ordering will be available soon!**

**ATTENTION: Please reference our Official Show Contractors from the [Online Services Center](#). BEWARE of housing and vendor companies falsely referring to themselves as “working for our Show.” KNOW who our partners are and take caution when being solicited from other vendors.**

# Turbo Expo Marketing

## **PREFERRED CUSTOMER INVITATIONS—FREE EXPO PASSES**

These invitations are best used along with a personal letter of invitation to your best and potential customers. These invitations are also effective as inserts in your regular mailings. Each invitation gains the bearer complimentary admission into the Exposition. Use of this invitation helps ensure that your booth is on the attendees' list of booths to visit. The more invitations you send, the greater the return on your investment. If invitations are needed, complete the [Customer Pass Order Form](#).

Orders for printed invitations are due by March 2016 or you are welcome to print your own or send them electronically. PDF copies will be available in the [online Exhibitor Services Kit](#) in March. You can choose to send the pass or create an invite in your email and send the “Discount Code.” The Exhibiting Company that has the most passes used at the Show will be eligible for a discounted booth in Charlotte, North Carolina for ASME Turbo Expo 2017.

## **ADVERTISING**

Affordable advertising opportunities are available for the Final Program. Visit [the Turbo Expo Ad Insertion Order Form](#) for more information. **Final Program deadline: April 1.**

## **HOSPITALITY SUITE/MEETING ROOM REQUESTS**

Exhibitors are welcome to reserve a Hospitality Suite or Conference Room at the official hotels or convention center for private meetings, presentations, and hospitality functions. Rooms/suites can be booked on an “as available” basis by completing the [Exhibiting Company Hospitality Suite/Meeting Room Reservation Form](#).

## **SHOW LOGO/WEB SITE LINK**

As an exhibitor, you are encouraged to use the ASME TURBO EXPO logo on any of your company's promotional materials. This includes company letterhead, brochures, advertisements, envelopes, newsletters, and any other promotional materials. To have the ASME TURBO EXPO 2016 logo sent to you electronically, please contact [igtiexpo@asme.org](mailto:igtiexpo@asme.org). For maximum exposure for the Turbo Expo 2016 exhibition, be sure to include a logo link from your company Web page. An example might include: Visit us at booth #xxx at Turbo Expo 2016, June 13-17 in Seoul, South Korea in an events calendar.

## **EXHIBIT HALL PRESENTATION STAGE**

Every visitor, delegate, and exhibitor at Turbo Expo can attend any of the exhibit hall stage presentations, FREE OF CHARGE. Be sure to sign up to secure your company spot on the stage. Spaces are available on a first-come, first-serve basis. Each presentation is limited to 30 minutes. [To secure your spot, return the stage space reservation form today.](#)

## **EXHIBIT HALL CATERING FOR YOUR BOOTH**

Planning anything in your booth and need catering? [The COEX Catering can assist you.](#)

## **PROMOTE WITHIN YOUR BOOTH**

Audio Visual for your booth can be rented from the COEX partner. [Pricing and ordering information is now available.](#)

# Exhibitor Important Information

## BOOTH CONSTRUCTION GUIDELINES

ASME booth construction rules are in accordance with the guidelines established by the International Association for Exhibitions and Events (IAEE). Exhibitors wishing to request a deviation from approved booth construction must submit plans in writing to ASME IGTI **prior to May 5, 2016**, and describe the deviations. Deviations to the IAEE booth construction guidelines will not be permitted unless they are approved in writing by ASME IGTI.

[Click here for height restrictions, multi-story construction, construction materials, and other guidelines for the Turbo Expo 2016 Exposition.](#)

## HANGING SIGNS

Hanging signs are permitted at Turbo Expo 2016. Please refer to the GES Services Kit for more information on rigging and fees. The Kit will be available online soon.

## EXHIBITOR APPOINTED CONTRACTOR (EAC)

ASME has appointed GES as the official service contractor to provide various services that may be utilized by Exhibitors. **The COEX will not allow unapproved booth builders to build during the Show.** If you are planning to use a contractor other than the Show Appointed Contractor (GES) to build your exhibit, please be sure they are an approved vendor with the COEX.

## SHIPPING INFORMATION

Contact GES to arrange your shipping for the event. We recommend using the Show Freight Forwarder as they will assist you with any customs issues you may experience and work for you to get the shipment in your booth, rather than stuck in customs.



**S**ee you  
in  
Seoul.

# Exhibitor Registration and Housing

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## EXHIBITOR REGISTRATION

*The online registration site for exhibitors is not yet open. We will let you know as soon as you can register as booth personnel.*

- There is a new process for exhibitor registration this year. More information to come. **Please note that ALL attendees are required to have a unique email.**

**Reminder: Each exhibiting company will receive one complimentary technical conference badge and 3 exhibitor badges per 9sm of space. You will also receive one complimentary lead retrieval unit.**

New Conference Schedule this year with a Monday Keynote and a Tuesday and Wednesday morning Plenary Session. All Exhibitors are welcome to attend the Keynote and Luncheon. You will need to RSVP to ASME for the complimentary added luncheon after you complete registration.



## SHOW HOUSING

[Click here to review the Hotel information for ASME Turbo Expo 2016.](#)

[Aloft Seoul Gangnam](#)

[Ibis Styles Ambassador Seoul Gangnam](#)

### **Intercontinental Agreement Pending**

(Should be available this month. This hotel is adjacent to the COEX and would be the closest to the Center.)