

Exhibitor Services Checklist

DONE	ITEMS TO BE ACCOMPLISHED	DUE DATE
	Return Booth Contract and Payment	All payments must be made by May 21, 2016.
	Secure a Sponsorship	Today
	Travel to Seoul arranged. Consider arranging a car for your team from the airport to the Hotel.	As Soon as Possible
	Request your Complimentary Copies of Customer Invitations for Free Admission to the Exhibit Hall	April 1, 2016
	Place an Advertisement in the Final Program	April 3, 2016
	Secure a Spot on the Exhibitor Presentation Stage in the Expo Hall	April 7, 2016
	Update Online Exhibitor Directory Listing	April 3, 2016
	If using a booth contractor other than GES, please note the COEX requires you to use one of their partners.	April 1, 2016
	Submit Request Form for Meeting Room/Hospitality Suite	April 3, 2016
	Arrange Hotel Reservations. The Intercontinental is adjacent to the COEX.	May 2016
	Arrange Booth Freight Shipment	As Soon as Possible
	Notify IGTI of Large or Heavy Equipment That Will Require Special Hall Access	May 2, 2016
	Don't forget to pick up your COMPLIMENTARY Lead Retrieval System	Pick up at Lead Retrieval Desk in Registration
	<p>Order GES Services:</p> <ul style="list-style-type: none"> ● Furniture and Accessories ● Installation/Dismantle Labor ● Custom Signage and Graphics ● Booth Cleaning ● Plumbing ● Electricity ● Floral 	May 13, 2016
	Banner Hanging Request to GES: Banners are supported but hanging structures will not be permitted.	May 13, 2016
	Register as Booth Personnel	March 31 2016 for best rates

	Return booth form to GES/PICO : 1 – You will be space only (building with GES or COEX approved contractor) 2 – You will use the ASME provided back wall and side walls 3 – You will purchase a Shell Scheme	May 13, 2016
	If building your booth with an approved COEX contractor or bringing in your own pop-up, you must return a copy of the booth design to te2016@kr.pico.com .	May 13, 2016
	Order Audio Visual and Computer Equipment	May 13, 2016
	Order Booth Catering – COEX	May 23, 2016
	Order Internet/Networking Services – COEX; ASME will provide wireless throughout the Center – please note high usage can make it slow. If streaming in your booth, it is recommended to purchase a dedicated line. http://www.coex.co.kr/eng/venue/event-services/internet-telecom	May 13, 2016
	Submit Proof of Insurance to ASME	May 26, 2015
	Arrange for Payment to GES and Other Contractors	As Per Agreements

For questions, contact igtiexpo@asme.org or contact GES/PICO at te2016@kr.pico.com.

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