



# AISTech Exhibitor Checklist 2011

## SERVICE MANUAL

Available at [http://www.aist.org/11\\_aistech/esm.htm](http://www.aist.org/11_aistech/esm.htm)

### CONTENTS

- Lead retrieval
  
- Booth Furnishings (table, chairs, etc) – (GF)
- Carpet – (GF)
- Floral Rental – (GF)
- Independent Display House Contractors Form – (GF)
- Labor information and forms (display labor, forklift to rig in booth) – (GF)
- Modular Rental Display – (GF)
- Panelboard Rental – (GF)
- Sign Art Work – (GF)
- Wire Grid Rental – (GF)
- Cleaning Services – (GF)
- Electrical Service – (ICC)
- Internet Service – (Smart City)
- Security, Plumbing and Compressed Air – (ICC)
- Audio Visual – (CCR Solutions)
- Outbound Bill of Lading and Shipping Labels – (GF)
- Catering – (Centerplate)
- Photography
- Sign Hanging Order Form – (ICC)

### DEADLINE

March 25, 2011 - Early Bird  
 April 24, 2011 - Late Adv.  
 After April 24, 2011 - Onsite  
 April 8, 2011  
 April 8, 2011  
 April 8, 2011  
 April 8, 2011  
 April 8, 2011  
 April 8, 2011  
 April 8, 2011  
 April 8, 2011  
 April 8, 2011  
 April 15, 2011  
 April 15, 2011  
 April 15, 2011  
 April 15, 2011  
 April 22, 2011  
 N/A  
 N/A  
 N/A

### Other important information located in the Service Manual:

- Guidelines for Display/Rules & Regulations
  
- Machinery Installation Questionnaire — ALL MACHINERY EXHIBITORS MUST COMPLETE THIS FORM  
*ie. Do I need to complete this form? This form is established to schedule arrival and unloading times for your exhibit material being delivered directly to the Convention Center. This form does NOT apply to small shipments OR common carrier shipments less than a trailer load. For more information see form located in service manual.*
  
- Material Handling, Freight Service Form and Shipping Information  
*ie. Where do I send my shipment to and when? How much will it cost me to ship my material?*

### TECHNICAL CONFERENCE REGISTRATION DISCOUNT – 50%

April 11, 2011

Each exhibiting company receives one (1) 50% full conference registration per 100 sq ft booth. All of these registrations must be approved by the main contact person within your company. If you work for an exhibiting company and wish to register for the Full Conference please contact [rsmith@aist.org](mailto:rsmith@aist.org) for your exhibitor full conference registration form or the main contact at your company. Available at <https://www.xpressreg.net/register/aist051/exhibitor/login.asp> - if you forgot your password email [rsmith@aist.org](mailto:rsmith@aist.org).

- Registration Complete



# AISTech Exhibitor Checklist 2011

## **BOOTH PERSONNEL REGISTRATION** April 11, 2011

You can have an unlimited number of people working in your booth. Booth Personnel Registration is free. You can add booth personnel until April 30, 2011. Available at <https://www.xpressreg.net/register/aist051/exhibitor/login.asp> - if you forgot your password email [rsmith@aist.org](mailto:rsmith@aist.org).

**Registration Complete**

If you register after the deadline of April 11th, **OR** are an international exhibitor your badge(s) will be available for pick up at the show at Exhibitor Registration. For U.S. exhibitors registering prior to April 11th, your badge will be mailed to the contact person listed on your Exhibitor Booth Contract. If you do not receive your badge before the start of the show, simply come to the Registration Area at the show. If you need access to the Exhibit Hall and Registration is NOT open, please come to Show Office and we will help you gain access. Signs will be on-site for these locations.

## **BOOTH DESCRIPTION** March 10, April 1&30 2011

As part of your standard listing, you receive at no charge your company contact information, unlimited product category designations, and a 1000-character description. This information will be viewed by our attendees and will help them plan their itinerary for the AISTech 2011 meeting. Available at <http://fp37.a2zinc.net/clients/fpaist/aistech2011/public/fphtml.aspx> - click on "Exhibitor Login" in upper left corner - if you forgot your password email [rsmith@aist.org](mailto:rsmith@aist.org).

- |   |  |                       |
|---|--|-----------------------|
| <input type="checkbox"/> <b>Submitted</b> | May Show Guide and Program                   | <i>March 10 2011</i>  |
| <input type="checkbox"/> <b>Submitted</b> | On-Site Pocket Program (exhibitor list only) | <i>April 1, 2011</i>  |
| <input type="checkbox"/> <b>Submitted</b> | On-line                                      | <i>April 30, 2011</i> |

## **CERTIFICATE OF INSURANCE** April 30, 2010

This refers to section 22. Liability and Insurance in our Exhibitor Rules & Regulations. You can click here to review details [http://www.aist.org/11\\_aistech/Rules%20and\\_Reg\\_2011.pdf](http://www.aist.org/11_aistech/Rules%20and_Reg_2011.pdf). You can list AIST, 186 Thorn Hill Rd, Warrendale PA 15086 as additional insured.

**Submitted** *April 29, 2011*

## **BOOTH PAYMENT** With Contract Submission

100% Total Booth Cost Due with Completed Contract. AIST accepts Visa, MasterCard, American Express, Discover, and Checks payable to AIST (wire transfer information available – email [rsmith@aist.org](mailto:rsmith@aist.org)).

**Final Booth Payment Complete**

## **EXHIBITOR GUEST PASSES FOR YOUR CLIENTS**

AIST provides exhibitors with an electronic guest pass so you can invite your clients to walk the show floor for free. If you have not received the email titled "AISTech 2011 Exhibitor Guest Passes for Clients" email [rsmith@aist.org](mailto:rsmith@aist.org).

- Received**
- Sent to Clients**

## **AIST COMPLIMENTARY MEMBERSHIP OFFER FOR EXHIBITORS**

As a bonus to our exhibitors, AIST is offering a complimentary membership through 2011 for an individual from your company who is not currently a member of AIST. This is a \$115 value. If you have not received the email titled "AISTech 2011 Free AIST Membership Offer to Exhibitors" email [rsmith@aist.org](mailto:rsmith@aist.org).

- Received**
- Completed**

## **HOUSING INFORMATION** April 1, 2010

You can make your housing reservations on-line at [http://www.aist.org/11\\_aistech/housing.htm](http://www.aist.org/11_aistech/housing.htm). If you have any problems please contact Shannon Kiley at [skiley@aist.org](mailto:skiley@aist.org).

**Completed**

### **Should you have any questions?**

Contact Rebecca ([rsmith@aist.org](mailto:rsmith@aist.org)), Gerry ([gkane@aist.org](mailto:gkane@aist.org)) or Bill ([balbaugh@aist.org](mailto:balbaugh@aist.org)).