

AISTech Exhibitor Checklist

DLCC – David L. Lawrence Convention Center

CDS – Convention Data Services

FERN – Fern Exposition and Event Services

GLOBAL EVENT SPONSORS



Date	Description	Service Provider	Completed
6 December 2021	Housing Opens (email will be sent to main show contact)	AIST	
6 December 2021	AISTech Registration Opens – Booth Personnel and Attendee Registration	AIST	
14 January 2022	March Pre-Show Advertising (Individual purchase or B2G1 AISTech special)	AIST	
16 February 2022	April Pre-Show Advertising (individual purchase or B2G1 AISTech special)	AIST	
14 March 2022	Booth Description (to be in May Show Issue)	AIST	
18 March 2022	May Show Guide Advertising	AIST	
16 April 2022	Full Technical Conference Registration (advance deadline ends — increases \$100)	AIST	
TBD	Lead Retrieval (early bird)	CDS	
TBD	Lead Retrieval (advanced)	CDS	
22 April 2022	Independent Display House Contractors Form (complete only if not using Fern's Services)	FERN	
22 April 2022	Booth Furnishings (table, chairs, etc.)	FERN	
22 April 2022	Display Labor Form (advanced)	FERN	
22 April 2022	Exhibit Display Rental (advanced)	FERN	
22 April 2022	Flooring (advanced)	FERN	
22 April 2022	Floral Rental (advanced)	FERN	
22 April 2022	Forklift to Rig in Booth (advanced)	FERN	
22 April 2022	Graphics Order Form (advanced)	FERN	

22 April 2022	Material Handling (advanced)	FERN	
22 April 2022	Outbound Bill of Lading	FERN	
22 April 2022	Overhead Sign Hanging and Removal (advanced)	FERN	
22 April 2022	Custom Cleaning Services (advanced)	FERN	
26 April 2022	Catering (Deadline for advance rate and cancellations—See service manual for pricing and policies)	DLCC	
28 April 2022	Telephone and Internet Services (advanced)	DLCC	
28 April 2022	Water & Air Service (advanced)	DLCC	
28 April 2022	Electrical (advanced)	DLCC	
28 April 2022	Additional Security (advanced)	DLCC	
29 April 2022	Audio/Visual (advanced)	CCR Solutions	
11 April – 11 May 2022	Shipping Labels (advance)	FERN	
12 May 2022	Certificate of Insurance	AIST	
13 May 2022	Shipping Labels (onsite)	Fern	