



AISTech Exhibitor Checklist

MCC – Music City Center

CDS – Convention Data Services

FERN – Fern Exposition and Event Services

Date	Description	Service Provider	Completed
9 December 2024	Housing Opens (email will be sent to primary show contact)	AIST	
9 December 2024	AISTech Registration Opens – Booth Personnel and Attendee Registration	AIST	
17 January 2025	March Pre-Show Advertising (Individual purchase or B2G1 AISTech special)	AIST	
20 January 2025	Final Booth Payment	AIST	
27 January 2025	Booth Description (to be in May Show Issue)	AIST	
13 February 2025	Lead Retrieval (Early Bird Discount Deadline)	CDS	
18 February 2025	April Pre-Show Advertising (individual purchase or B2G1 AISTech special)	AIST	
18 March 2025	May Show Guide Advertising	AIST	
24 March 2025	Catering (Deadline for advance rate and cancellations—See service manual for pricing and policies)	MCC	
24 March 2025	Full Technical Conference Registration (advance deadline ends — increase \$100) Exhibitors receive one 50% discount on Full Conference Registration(s) per 100 sq ft exhibit space. (Six(6) discounts max.) View Technical Program here	AIST	
27 March 2025	Lead Retrieval (Advanced Rate Deadline)	CDS	
1 April 2025	FYI — Booth Personnel Registration USA Exhibiting companies registered by today, will have their badges mailed. USA Exhibiting companies registered after today and ALL International Exhibiting Companies must pick up their badges in the registration area onsite at the Music City Center	AIST	
7 April 2025	Independent Display House Contractors Form (complete only if not using Fern's Services)	FERN	

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7 April 2025	Booth Furnishings (advanced discount rate deadline date —table, chairs, etc.)	FERN	
7 April 2025	Display Labor Form (advanced discount rate deadline)	FERN	
7 April 2025	Exhibit Display Rental (advanced discount rate deadline)	FERN	
7 April 2025	Flooring (advanced discount rate deadline)	FERN	
7 April 2025	Floral Rental (advanced discount rate deadline)	FERN	
7 April 2025	Forklift to Rig in Booth (advanced discount rate deadline)	FERN	
7 April 2025	Graphics Order Form (advanced discount rate deadline)	FERN	
7 April 2025	Material Handling (advanced discount rate deadline)	FERN	
7 April 2025	Outbound Bill of Lading	FERN	
7 April 2025	Overhead Sign Hanging and Removal (advanced discount rate deadline)	FERN	
7 April 2025	Custom Cleaning Services (advanced discount rate deadline)	FERN	
7 April 2025	Telephone and Internet Services (advanced discount rate deadline)	MCC	
7 April 2025	Water & Air Service (advanced discount rate deadline)	MCC	
7 April 2025	Electrical (advanced discount rate deadline)	MCC	
12 April 2025	Audio/Visual (advanced discount rate deadline)	CCR Solutions	
1 April - 1 May 2025	Shipping Labels (advance)	FERN	
2 May 2025	Certificate of Insurance	AIST	
2 May 2025	Shipping Labels (onsite)	FERN	