AISTech Exhibitor Checklist

MCC – Music City Center

CDS – Convention Data Services

FERN – Fern Exposition and Event Services

CCR Solutions – CCR Solutions (AV needs)

Date	Description	Service Provider	Completed
8 December 2026	Housing Opens (email will be sent to primary show contact)	AIST	
7 December 2026	AISTech Registration Opens – Booth Personnel and Attendee Registration	AIST	
18 January 2027	March Pre-Show Advertising (Individual purchase or B2G1 AISTech special)	AIST	
19 January 2027	Final Booth Payment	AIST	
26 January 2027	Booth Description (to be in May Show Issue) You can also add press releases, pictures and product descriptions in your exhibitor portal.	AIST	
15 February 2027	April Pre-Show Advertising (individual purchase or B2G1 AISTech special)	AIST	
19 March 2027	May Show Guide Advertising (contact - sales@aist.org)	AIST	
23 March 2027	Lead Retrieval (Advanced Rate Deadline)	CDS	
25 March 2027	Full Technical Conference Registration (advance deadline ends — increases $100)	AIST	
1 April 2027	**Booth Personnel Registration REMINDER** (email was sent to primary contact with instructions)	AIST	
1 April 2027	Catering (Deadline for catering is 15 business days prior to event — See last page of exhibitor menu for details / policies — link)	MCC	
12 April 2027	Independent Display House Contractors Form (complete only if not using Fern's Services)	FERN	
12 April 2027	Booth Furnishings (advanced discount rate deadline date —table, chairs, etc.)	FERN	
12 April 2027	Display Labor Form (advanced discount rate deadline)	FERN	

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12 April 2027	Exhibit Display Rental (advanced discount rate deadline)	FERN	
12 April 2027	Flooring (advanced discount rate deadline)	FERN	
12 April 2027	Floral Rental (advanced discount rate deadline)	FERN	
12 April 2027	Forklift to Rig in Booth (advanced discount rate deadline)	FERN	
12 April 2027	Graphics Order Form (advanced discount rate deadline)	FERN	
12 April 2027	Material Handling (advanced discount rate deadline)	FERN	
12 April 2027	Outbound Bill of Lading	FERN	
12 April 2027	Overhead Sign Hanging and Removal (advanced discount rate deadline)	FERN	
12 April 2027	Custom Cleaning Services (advanced discount rate deadline)	FERN	
15 April 2027	Internet/Technology Services (advanced discount rate deadline)	MCC	
15 April 2027	Water & Air Service (advanced discount rate deadline)	MCC	
15 April 2027	Electrical (advanced discount rate deadline)	MCC	
16 April 2027	Audio/Visual (advanced discount rate deadline)	CCR Solutions	
29 March – 26 April 2027	Shipping Labels (advance)	FERN	
30 April 2027	Certificate of Insurance	AIST	
30 April 2027	Shipping Labels (onsite)	FERN	