

→ CLICK ON THE
LINKS BELOW TO
ACCESS FORMS:



DISCOUNT DEADLINE:
April 5, 2019

I. AIST INFORMATION

1. AISTech Website
2. Floor Plan
3. Rules & Regulations
4. Standard Booth Guidelines
5. Exhibitor Registration
6. Official Show Contractors
7. Rates & Details
8. Sponsorship
9. Exhibitor Liability Insurance Program

II. FERN SHOW INFORMATION & PAYMENT FORMS

1. Show Information
2. Payment Forms

III. BOOTH FURNISHINGS & SERVICES

1. Exhibit Display Rental Order Form
2. Exhibit Display Rental Brochure
3. Booth Packages Order Form
4. Premium Furniture Rental Order Form
5. Premium Furniture Brochure
6. Flooring Rental Order Form
7. Premium Vinyl Flooring Samples Brochure
8. Carpet Samples Brochure
9. Standard Furniture Rental Order Form
10. Standard Furniture Brochure
11. Floral & Plants Order Form
12. Graphics Order Form
13. Graphics Guidelines
14. Display Labor Order Form
15. Labor Jurisdictions
16. Forklift to Rig in Booth
17. Sign Hanging Order Form
18. Independent Display House Contractor Form

COMPLETE SERVICE MANUAL DOWNLOAD

(does not include show management information)

IV. SHIPPING/MATERIAL & MACHINERY HANDLING/DRAYAGE

1. Fern Transportation
2. International Shipping & Customs Clearance
3. Marshaling Yard
4. Material Handling Order Form
5. Heavy Equipment Questionnaire
6. Machinery Handling Sliding Scale
7. Mobile Escort
8. Cart Load Service
9. Advance Warehouse Labels
10. Sign Hanging Labels
11. Show Site Labels
12. Outbound Bill of Lading Request

V. UTILITIES & BUILDING SERVICES

1. Lead Retrieval Service - XPress Leads
2. Lead Retrieval Exhibitor Success Kit - XPress Leads
3. Audio Visual Service - CCR
4. Electrical Service - DLCC
5. Cleaning Service - DLCC
6. Porter Service - DLCC
7. Internet Service - DLCC
8. Water & Air Service - DLCC
9. Booth Grid Diagrams - DLCC
10. Security - DLCC
11. Steel Plate for Heavy Equipment - DLCC
12. FAQs - Exhibitors - DLCC
13. Catering Service - Levy

Fern Exhibitor Services Departments

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