

IMPORTANT DEADLINES CHECKLIST

The following list of important deadlines will assist you in having a smooth and organized show experience from start to finish. Please note, some of these forms are **required to exhibit**.

The products and services listed below are offered directly through Informa Markets. Avoid last minute delays and save money by taking advantage of the advance deadlines.

We recommend you keep a copy of all orders and take them with you to show site.

| ITEM | ADVANCE DEADLINE | ORDERED/RETURNED |
|---|-------------------|------------------|
| <u>Insurance (Liability) Order Form (required)</u> For assistance contact: boatshowinsurance@informa.com | <u>ASAP</u> | _____ |
| <u>Catering Services - Proof of the Pudding</u> For assistance contact: switte@proofpudding.com | <u>ASAP</u> | _____ |
| <u>Communication Services Order Form (WIFI)</u> For assistance contact: Wolodymyr.Danylyshyn@informa.com | <u>January 12</u> | _____ |
| <u>Tent Forms</u> For assistance contact: tents@informa.com | <u>December 8</u> | _____ |
| <u>Click Here for Hotel Reservations</u> | <u>ASAP</u> | _____ |
| <u>Electric Services</u> For assistance contact: Yemmy.Gongora@informa.com | <u>TBD</u> | _____ |
| <u>Convention Services and Equipment</u> For assistance contact: Claire.VanDyk@informa.com | | |
| • <u>Booth Package</u> | } <u>TBD</u> | _____ |
| • <u>Carpet</u> | | _____ |
| • <u>Flooring</u> | | _____ |
| • <u>Forklift Service Order Form</u> | | _____ |
| • <u>Furniture</u> | | _____ |
| • <u>Material Handling Form</u> | | _____ |
| • <u>Material Shipping Instructions</u> | | _____ |
| • <u>Modular Hardwalls</u> | | _____ |
| • <u>Special Signs</u> | | _____ |
| • <u>Vacuuming & Cleaning</u> | | _____ |
| <u>After Hours Event Order Form</u> For assistance contact: Jacqueline.Deffler@informa.com | <u>February 2</u> | _____ |
| <u>Credentials (required)</u> For assistance contact: Tiffany.Fascher@informa.com | <u>February 6</u> | _____ |