

IMPORTANT DEADLINES CHECKLIST

The following list of important deadlines will assist you in having a smooth and organized show experience from start to finish at the Miami Beach Convention Center. 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> </u>
<u>Catering Services - Sodexo Live!</u> For assistance contact: melinda.kieffer@sodexo.com	<u>ASAP</u>	<u> </u>
<u>Communication Services - SmartCity (WIFI)</u> For assistance contact: customerservice@smartcitynetworks.com	<u>January 24</u>	<u> </u>
<u>OnPeak Hotel Reservations</u> Click Here for Hotel Reservations	<u>ASAP</u>	<u> </u>
<u>Electric Services - Edd Helms</u> For assistance contact: tradeshows@eddhelms.com	<u>January 5</u>	<u> </u>
<u>Convention Services and Equipment</u> For assistance, contact: info@expocci.com <ul style="list-style-type: none"> ALL DEADLINES LISTED ON PAGE 3 OF EXPO EXHIBITOR KIT/SERVICE MANUAL 		
<u>After Hours Event Order Form</u> For assistance contact: Jacqueline.Deffler@informa.com	<u>February 2</u>	<u> </u>
<u>Credentials (required)</u> For assistance contact: Tiffany.Fascher@informa.com	<u>February 6</u>	<u> </u>