

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>TBD</u>	_____
<u>Tent Forms</u> For assistance contact: tents@informa.com	<u>December 9</u>	_____
Click Here for Hotel Reservations	<u>ASAP</u>	_____
<u>Electric Services</u> For assistance contact: Yemmy.Gongora@informa.com	<u>January 10</u>	_____
<u>Convention Services and Equipment</u> For assistance contact: Claire.VanDyk@informa.com		_____
<ul style="list-style-type: none"> • <u>Booth Package</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>January 10</u>	_____
<u>After Hours Event Order Form</u> For assistance contact: Amanda.Kaaa@informa.com	<u>February 7</u>	_____
<u>Credentials (required)</u> For assistance contact: Credentials.SFV@informa.com	<u>February 7</u>	_____