

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>Catering Services - Sodexo Live!</u> For assistance contact: melinda.kieffer@sodexo.com	<u>ASAP</u>	_____
<u>Communication Services - SmartCity (WIFI)</u> For assistance contact: customerservice@smartcitynetworks.com	<u>February 24</u>	_____
<u>OnPeak Hotel Reservations</u> Click Here for Hotel Reservations	<u>ASAP</u>	_____
<u>Electric Services - Edd Helms</u> For assistance contact: tradeshows@eddhelms.com	<u>January 10</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 THE EXPO EXHIBITOR KIT/SERVICE MANUAL 		
<u>After Hours Event Order Form</u> For assistance contact: Amanda.Kaaa@informa.com	<u>January 31</u>	_____
<u>Credentials (required)</u> For assistance contact: Credentials.SFV@informa.com	<u>February 7</u>	_____