



## ORDER FORM CHECKLIST

### **Show Management Forms**

	<b><u>Deadline Date</u></b>
Public Relations & Publicity Opportunities	January 10th
Exhibitor Credential Form	February 8th
Exhibitor Guest Ticket Order	February 8th
Boat Information and Booth Diagram	January 10 <sup>th</sup>
Pressure Washer Service	Call Directly
Insurance Form/ Place to purchase	December 15th
Booth Balance	December 15 <sup>th</sup>

### **Freeman Company, Official Contractor**

Freight	January 24th
Installation/Dismantle Labor	January 24th
Furniture & Carpet (not ordered with contract)	January 24th
The January 23 <sup>rd</sup> is the final day for the advance discount rate'	

### **Boston Convention & Exhibition Center (BCEC)**

Parking Passes	Purchase at the ticket booth during set-up
Telecommunications	January 20th
Electrical Service	January 20th
Rigging Service	January 20 <sup>th</sup>
Plumbing Services	January 20 <sup>th</sup>
Cleaning Services	January 20th

The January 23<sup>rd</sup> is the final day for the advance discount price

## **Service Providers**

Projection Inc (AV/Audio Equipment)

617-954-2234

Fay Foto (Photography)

617-267-2000

Hotel

Check our website for links and deadlines for the several hotels