

# DEADLINES AND CHECKLIST

## GENERAL INFORMATION

Deadlines and  
Checklist

General Information

Contacts

Floor Plan

ITEM

DUE DATE

### DECEMBER / JANUARY DEADLINES

Boat Information and Layout	<b>December 1</b>
Co - Exhibitor Information Form	<b>December 1</b>
Published Listing Information	<b>December 28</b>
Decorator Order Forms (Furniture, Signage, Carpet, Labor, Material Handling)	<b>January 13</b>
Liability Insurance (COI Submission)	<b>January 13</b>
JCALPRO (Hanging Signs)	<b>January 25</b>
BCEC Forms (Utilities)	<b>January 25</b>
HOTELS: Aloft Boston Seaport District	<b>January 13</b>
Element Boston Seaport District	<b>January 13</b>
Omni Boston Hotel at the Seaport	<b>January 19</b>
The Westin Boston Seaport District	<b>January 27</b>

### FEBRUARY DEADLINES

Exhibitor Credentials	<b>February 1</b>
Advanced Warehouse Shipments	<b>February 2</b>
Be My Guest Tickets	<b>Now through show</b>
Brownell Systems (Crane service, Boat Transport)	<b>Due Anytime</b>
Pressure Washing Service	<b>Due Anytime</b>
Parking Passes	<b>Due Anytime</b>