

DEADLINES AND CHECKLIST

GENERAL INFORMATION

Deadlines and
Checklist

General Information

Contacts

ITEM

DUE DATE

NOVEMBER

Working Exhibitor Information

November 24

Boat Information and Layout

November 24

DECEMBER

Deco Order Forms (Demers) Advanced rates for Furniture, Carpet, Labor,
Material Handling

December 15

HOTELS: Element Boston Seaport District

December 8

Aloft Boston Seaport District

December 8

Omni Boston Hotel at the Seaport

December 14

The Westin Boston Seaport District

December 14

Exhibitor Credentials

December 15

Exhibitor Liability Insurance Submission

December 15

Sign Hanging & Truss Rigging (JCALPRO) Advanced rate

December 15

Facility Order Forms (BCEC) Advanced Rates for electric, plumbing, internet

December 15

Brownell Systems (Crane service, Boat Transport)

December 22

Pressure Washing Service

December 22

Advanced Warehouse Shipments - Start Dec 6 at 9am

December 27

Be My Guest Tickets

**Now Through
Show**