

DEADLINES & CHECKLISTS

DEADLINES AND CHECKLIST

ITEM	DUE DATE
NOVEMBER	
Co Exhibitor Information	November 13
Boat Information and Layout	November 19
DECEMBER	
HOTELS: Omni	December 12
Westin	December 12
Aloft	December 12
Element	December 12
Deco (Demers)- Bulk Carpet Order (Demers)	December 19
Deco (Demers)- Advanced rates for Furniture, Labor, Material Handling	December 26
Bulk Carpet Order (Demers)	
Exhibitor Credentials	December 15
Exhibitor Liability Insurance COI	December 15
Exhibitor Appointed Contractor	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
Advanced Warehouse Shipments - Start Dec 1 at 9am-3pm weekdays	December 22
Pressure Washing Service	Now– Jan 4
Be My Guest Tickets	November Through Show