

DEADLINES & CHECKLISTS

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| ITEM | DUE DATE |
|---|----------------------------------|
| NOVEMBER | |
| Co Exhibitor Information | November 13 |
| Boat Information and Layout | November 19 |
| DECEMBER | |
| HOTELS: Westin | December 12 |
| Element | December 12 |
| Aloft | December 12 |
| Omni | December 18 |
| 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 |
| Deco (Demers)- Bulk Carpet Order (Demers) | December 19 |
| Deco (Demers)- Advanced rates for Furniture, Labor, Material Handling | December 26 |
| 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 |