



IMPORTANT DEADLINES CHECKLIST

The following list of important deadlines will assist you in having a smooth and organized show experience from start to finish. Please note, some of these forms are **required to exhibit**.

The products and services listed below are offered directly through Informa Markets. Avoid last minute delays and save money by taking advantage of the advance deadlines.

For more information and to access forms, click the link for each item. We recommend you keep a copy of all orders and take them with you to show site.

ITEM	ADVANCE DEADLINE	ORDERED/RETURNED
<u>Insurance (Liability) Order Form (required)</u> For assistance contact: boatshowinsurance@informa.com	<u>ASAP</u>	_____
<u>Catering Services - Proof of the Pudding</u> For assistance contact: switte@proofpudding.com	<u>ASAP</u>	_____
<u>Communication Services Order Form (WIFI)</u> For assistance contact: Wolodymyr.Danylyshyn@informa.com	<u>February 22</u>	_____
<u>Tent Order Form</u> For assistance contact: tents@informa.com	<u>January 12</u>	_____
Click Here for Hotel Reservations	<u>ASAP</u>	_____
<u>Electric Services</u> For assistance contact: Yemmy.Gongora@informa.com	<u>TBD</u>	_____
<u>Convention Services and Equipment</u> For assistance contact: Claire.VanDyk@informa.com <ul style="list-style-type: none"> • <u>Booth Package</u> • <u>Carpet</u> • <u>Flooring</u> • <u>Forklift Service Order Form</u> • <u>Furniture</u> • <u>Material Handling Form</u> • <u>Material Shipping Instructions</u> • <u>Modular Hardwalls</u> • <u>Special Signs</u> • <u>Vacuuming & Cleaning</u> 	<u>TBD</u>	_____
<u>After Hours Event Order Form</u> For assistance contact: Jacqueline.Deffler@informa.com	<u>February 27</u>	_____
<u>Credentials (required)</u> For assistance contact: Tiffany.Fascher@informa.com	<u>March 11</u>	_____