

# DEADLINES AND CHECKLIST



## GENERAL INFORMATION

Deadlines and Checklist

General Information

Contacts

Floor Plan

ITEM	DUE DATE
<b>NOVEMBER</b>	
<input type="checkbox"/> Exhibitor Credentials	<b>Due Now</b>
<input type="checkbox"/> Be My Guest Tickets	<b>Due Now</b>
<input type="checkbox"/> Will Call List	<b>Due Now</b>
<input type="checkbox"/> Exhibitor Liability Insurance	<b>Due Now</b>
<input type="checkbox"/> Official Show Guide Advertisement Opportunity	<b>Due Now</b>
<input type="checkbox"/> Sales Tax Registration Applications (For out of state exhibitors)	<b>Due Now</b>
<b>DECEMBER</b>	
<input type="checkbox"/> Show Guide Information	<b>December 14</b>
<input type="checkbox"/> Boat Information and Layout	<b>December 14</b>
<input type="checkbox"/> Comptroller of Maryland—Exhibitor's Affidavit	<b>December 14</b>
<input type="checkbox"/> Working Exhibitor Information Form	<b>December 14</b>
<b>JANUARY</b>	
<input type="checkbox"/> Decorator Order Forms (Demers Event & Expo Services )	<b>January 11</b>
<input type="checkbox"/> Edlen Order Forms (Utilities)	<b>January 4</b>
<input type="checkbox"/> MC Dean (Telecommunications)	<b>January 7</b>
<input type="checkbox"/> Projection (Audio / Visual)	<b>January 4</b>
<input type="checkbox"/> Hotel Accommodations	<b>January 2</b>