



DEADLINES AND CHECKLIST

GENERAL INFORMATION

Deadlines and Checklist

General Information

Contacts

Floor Plan

ITEM	DUE DATE
NOVEMBER	
<input type="checkbox"/> Exhibitor Credentials	Due Now
<input type="checkbox"/> Exhibitor Liability Insurance	Due Now
<input type="checkbox"/> Working Exhibitor Information	Due Now
<input type="checkbox"/> Be My Guest Tickets	Due Now
<input type="checkbox"/> Will Call List	Due Now
<input type="checkbox"/> Sales Tax Registration Applications (For out of state exhibitors)	Due Now
<input type="checkbox"/> Official Show Guide Advertisement Opportunity	Due Now
DECEMBER	
<input type="checkbox"/> Boat Information and Layout	December 9
<input type="checkbox"/> Exhibitor Appointed Contractor Form	December 9
<input type="checkbox"/> Show Guide Information	December 16
<input type="checkbox"/> ABF Freight Form (Official Carrier)	
JANUARY	
<input type="checkbox"/> Decorator Order Forms (Labor, Carpet, Furnishings, signs)	January 3
<input type="checkbox"/> Javits Order Forms (Electrical, Cleaning, Plumbing, Telecommunications)	January 7
<input type="checkbox"/> Hotels - Marriott Times Square	January 2
- Holiday Inn, Four Points Sheraton, Sheraton Lincoln Harbor	January 3
<input type="checkbox"/> Spring Valley Floral Form	