

# DEADLINES AND CHECKLIST



## GENERAL INFORMATION

Deadlines and Checklist

General Information

Contacts

Floor Plan

ITEM	DUE DATE
<b>December</b>	
<input type="checkbox"/> Exhibitor Liability Insurance	<b>Due Now</b>
<input type="checkbox"/> Exhibitor Credentials	<b>Due Now</b>
<input type="checkbox"/> Working Exhibitor Information Form	<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"/> Boat Information and Layout	<b>December 17</b>
<b>January</b>	
<input type="checkbox"/> Brownell Systems (Crane service, Boat Transport)	<b>Due Now</b>
<input type="checkbox"/> Official Show Guide Advertisement Opportunity	<b>January 8</b>
<input type="checkbox"/> Show Guide Information	<b>January 8</b>
<input type="checkbox"/> Freeman Order Form (Furnishings, Labor, Carpet)	<b>January 15</b>
<input type="checkbox"/> BCEC Forms (Utilities)	<b>January 18</b>
<input type="checkbox"/> JCALPRO (Hanging Signs)	<b>January 18</b>
<input type="checkbox"/> Advanced Warehouse Shipments	<b>January 29</b>
<b>February</b>	
<input type="checkbox"/> Hotel Accommodations	
<input type="checkbox"/> ABM Cleaning	<b>February 8</b>
<input type="checkbox"/> Pressure Washing Service	<b>February 8</b>
<input type="checkbox"/> Parking Passes	<b>February 8</b>