

DEADLINES AND CHECKLIST

GENERAL INFORMATION

Deadlines and
Checklist

General Information

Contacts

| ITEM | DUE DATE |
|--|-------------------------|
| NOVEMBER | |
| Working Exhibitor Information | November 24 |
| Boat Information and Layout | November 24 |
| DECEMBER | |
| Deco Order Forms (Demers) Advanced rates for Furniture, Carpet, Labor, Material Handling | December 15 |
| HOTELS: Element Boston Seaport District | December 8 |
| Aloft Boston Seaport District | December 8 |
| Omni Boston Hotel at the Seaport | December 14 |
| The Westin Boston Seaport District | December 14 |
| Exhibitor Credentials | December 15 |
| Exhibitor Liability Insurance Submission | December 15 |
| Sign Hanging & Truss Rigging (JCALPRO) Advanced rate | December 15 |
| Facility Order Forms (BCEC) Advanced Rates for electric, plumbing, internet | December 15 |
| Brownell Systems (Crane service, Boat Transport) | December 22 |
| Pressure Washing Service | December 22 |
| Advanced Warehouse Shipments - Start Dec 6 at 9am | December 27 |
| Be My Guest Tickets | Now Through Show |