

## 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**.

For more information and to access forms, please check out the Exhibitor Kit on [FLIBS.com](http://FLIBS.com) under the Exhibit tab. We recommend you keep a copy of all orders and take them with you to show site.

ITEM	ADVANCE DEADLINE	ORDERED/RETURNED
<b>Insurance (Liability) (required)</b> <hr/> For assistance contact: <a href="mailto:boatshowinsurance@informa.com">boatshowinsurance@informa.com</a>	<hr/> ASAP <hr/>	<hr/> <hr/>
<b>Catering</b> <b>Proof of the Pudding is the Preferred Provider</b> <hr/> Contact: <a href="mailto:switte@proofpudding.com">switte@proofpudding.com</a>	<hr/> ASAP <hr/>	<hr/> <hr/>
<b>After Hours Event Order Form</b> <hr/> Contact: <a href="mailto:cxteam@informa.com">cxteam@informa.com</a>	<hr/> October 14 <hr/>	<hr/> <hr/>
<a href="#">Hotel Reservations</a> <hr/>	<hr/> ASAP <hr/>	<hr/> <hr/>
<b>Communication Services (WIFI)</b> <hr/> Contact: <a href="mailto:Wolodymyr.Danylyshyn@informa.com">Wolodymyr.Danylyshyn@informa.com</a>	<hr/> October 18 <hr/>	<hr/> <hr/>
<b>Tent Order</b> <hr/> Contact: <a href="mailto:tents@informa.com">tents@informa.com</a>	<hr/> September 2 <hr/>	<hr/> <hr/>
<b>Electrical Services</b> <hr/> Contact: <a href="mailto:Yemmy.Gongora@informa.com">Yemmy.Gongora@informa.com</a>	<hr/> September 6 <hr/>	<hr/> <hr/>
<b>Convention Services &amp; Equipment</b> <hr/> Contact: <a href="mailto:Claire.VanDyk@informa.com">Claire.VanDyk@informa.com</a>		
<hr/> Carpet <hr/>	<hr/> September 6 <hr/>	<hr/> <hr/>
<hr/> Flooring <hr/>	<hr/> September 6 <hr/>	<hr/> <hr/>
<hr/> Forklift Service Order Form <hr/>	<hr/> September 6 <hr/>	<hr/> <hr/>
<hr/> Furniture <hr/>	<hr/> September 6 <hr/>	<hr/> <hr/>
<hr/> Material Handling Questionnaire <hr/>	<hr/> September 6 <hr/>	<hr/> <hr/>
<hr/> Material Shipping Instructions <hr/>	<hr/> September 20 <hr/>	<hr/> <hr/>
<hr/> Modular Hardwalls <hr/>	<hr/> September 6 <hr/>	<hr/> <hr/>
<hr/> Vacuuming & Cleaning <hr/>	<hr/> September 6 <hr/>	<hr/> <hr/>
<hr/> <b>Credentials (required)</b> <hr/> Contact: <a href="mailto:Credentials.SFV@informa.com">Credentials.SFV@informa.com</a>	<hr/> October 25 <hr/>	<hr/> <hr/>