

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 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
Insurance (Liability) (required) For assistance contact: boatshowinsurance@informa.com	ASAP	
Catering SAVOR Fort Lauderdale Contact: BSeibert@FTLauderdaleCC.com	ASAP	
<u>Hotel Reservations</u>	ASAP	
Communication Services (WIFI) Contact:	TBD	
Audio/Visual Services (Everlast AV) Contact: Events@everlastproductions.com	October 15	
Electrical Services Contact: ExhibitorServices-FtLauderdale@edlen.com	October 9	
Convention Services & Equipment Contact: Claire.VanDyk@informa.com		
Carpet	September 6	
Flooring	September 6	
Forklift Service Order Form	September 6	
Furniture	September 6	
Material Handling Questionnaire	September 6	
Material Shipping Instructions	September 30	
Modular Hardwalls	September 6	
Vacuuming & Cleaning	September 6	
Credentials (required) Contact: Credentials.SFV@informa.com	October 25	

*****NOTE:** THERE ARE **NO** AFTER HOURS EVENTS
ALLOWED IN THE CONVENTION CENTER.

OUTSIDE FOOD AND BEVERAGES WILL **NOT** BE ALLOWED
IN THE CONVENTION CENTER.