

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 Proof of the Pudding is the Preferred Provider Contact: switte@proofpudding.com	ASAP	
After Hours Event Order Form Contact: cxteam@informa.com	October 14	
Hotel Reservations	ASAP	
Communication Services (WIFI) Contact: Wolodymyr.Danylyshyn@informa.com	October 18	
Tent Order Contact: tents@informa.com	September 2	
Electrical Services Contact: Yemmy.Gongora@informa.com	September 6	
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 20	
Modular Hardwalls	September 6	
Vacuuming & Cleaning	September 6	
Credentials (required) Contact: Credentials.SFV@informa.com	October 25	