



IMPORTANT DEADLINES CHECKLIST – BCCC 2025

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 these forms, please check out the Exhibitor Kit on FLIBS.com under the Exhibit/Sponsor tab – **Broward County Convention Center** location. We recommend you keep a copy of all orders and take them with you to show site.

ITEM	CONTACT INFO	ADVANCED DEADLINE	
Liability Insurance (REQUIRED)	BoatShowInsurance@informa.com	ASAP	<input type="checkbox"/>
Credentials (REQUIRED)	Credentials.SFV@informa.com	October 24	<input type="checkbox"/>
Convention Services & Equipment	Diane.Vilches@informa.com	<i>Varies by service</i> <i>(please refer to Payment Link form in the BCCC Exhibitor Kit for all services)</i>	<input type="checkbox"/>
		Boat Handling & Layout: September 5 Most BCCC Services: September 15 Material Handling & Shipping Instructions: September 29 Hanging Signs & Placement: October 1	
Electrical Services	ExhibitorServices-FtLauderdale@edlen.com	October 9	<input type="checkbox"/>
Audio/Visual Services <i>Everlast AV</i>	Events@everlastproductions.com	October 14	<input type="checkbox"/>
Communication Services/WiFi	itservices@ftlauderdalecc.com	October 7	<input type="checkbox"/>
Catering <i>SAVOR Fort Lauderdale</i>	BSeibert@FTLauderdaleCC.com	ASAP	<input type="checkbox"/>
Hotel Reservations	<u>CLICK HERE to RESERVE</u>	ASAP	<input type="checkbox"/>