

DEADLINES AND CHECKLIST

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ITEM	DUE DATE
NOVEMBER	
Co Exhibitor Information	November 8
Boat Information and Layout	November 22
DECEMBER	
HOTELS: Omni	December 2
Westin	December 12
Aloft	December 13
Element	December 13
Bulk Carpet Advance Discount	December 13
Exhibitor Credentials	December 16
Exhibitor Liability Insurance COI	December 16
Exhibitor Appointed Contractor	December 16
Sign Hanging & Truss Rigging (JCALPRO) Advanced rate	December 16
Facility Order Forms (BCEC) Advanced Rates for electric, plumbing, internet	December 16
Brownell Systems (Crane service, Boat Transport)	December 20
Deco Order Forms (Demers) Advanced rates for Furniture, Labor, Material Handling	December 23
Advanced Warehouse Shipments - Start Dec 2 at 9am	December 27
Pressure Washing Service	
Be My Guest Tickets	Now Through Show