

CHECKLIST

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## DEADLINES AND CHECKLIST

ITEM	DUE DATE
<b>DECEMBER DEADLINES</b>	
Boat Information and Layout	<b>December 2</b>
Carpet Color Selection Order (Bulk spaces)	<b>December 2</b>
Co-Exhibitor Information	<b>December 2</b>
Exhibitor Appointed Contractor (If Applicable)	<b>December 18</b>
Exhibitor Credentials	<b>December 18</b>
Liability Insurance Submission	<b>December 18</b>
Hotels: Four Points Sheraton—Midtown West	<b>December 20</b>
Marriott Marquis	<b>December 23</b>
Courtyard—Midtown West	<b>December 27</b>
<b>JANUARY DEADLINES</b>	
Advanced Carpet Rental Deadline (In-Line Booth spaces)	<b>January 3</b>
Deco Order Forms ( LI Expo)— Advanced rates for Labor, Hanging Signs,	<b>January 3</b>
Facility Order Forms (Javits Center) Advanced Rates for Electrical, Cleaning, Plumbing, Telecommunications	<b>January 7</b>
Advanced Warehouse (ABF)	<b>January 15</b>
Spring Valley Floral Form	<b>January 16</b>
Sales Tax Registration Applications (For out of state exhibitors)	<b>Prior to show</b>
Be My Guest Tickets	<b>Now through Show</b>