

## DEADLINES AND CHECKLIST

### CHECKLIST

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ITEM	DUE DATE
<b>DECEMBER</b>	
Boat Information and Boat Display Layout	<b>December 20</b>
Co-Exhibitor Information	<b>December 20</b>
<b>JANUARY</b>	
Exhibitor Credentials	<b>January 10</b>
Liability Insurance Submission	<b>January 10</b>
Exhibitor Appointed Contractor (If Applicable)	<b>January 10</b>
Hotel: Borgata	<b>January 27</b>
<b>FEBRUARY</b>	
Hotel: Sheraton Atlantic City	<b>February 3</b>
Decorator Order Forms — Labor, Carpet, Furnishings, Hanging Signs	<b>February 7</b>
Smart City (Telecommunications)	<b>February 8</b>
AC Center Order Forms — Electrical, Cleaning, Plumbing	<b>February 11</b>
Sales Tax Registration Applications (For out of state exhibitors)	<b>February 11</b>
Hotel: Resorts Casino	<b>February 22</b>
Be My Guest Tickets	<b>Now Through Show</b>