

DEADLINES AND CHECKLIST



GENERAL INFORMATION

Deadlines and
Checklist

General Information

Contacts

Floor Plan

ITEM	DUE DATE
NOVEMBER	
<input type="checkbox"/> Exhibitor Credentials	Due Now
<input type="checkbox"/> Be My Guest Tickets	Due Now
<input type="checkbox"/> Will Call List	Due Now
<input type="checkbox"/> Exhibitor Liability Insurance	Due Now
<input type="checkbox"/> Official Show Guide Advertisement Opportunity	Due Now
<input type="checkbox"/> Sales Tax Registration Applications (For out of state exhibitors)	Due Now
DECEMBER	
<input type="checkbox"/> Show Guide Information	December 13
<input type="checkbox"/> Boat Information and Layout	December 13
<input type="checkbox"/> Comptroller of Maryland—Exhibitor's Affidavit	December 13
<input type="checkbox"/> Working Exhibitor Information Form	December 13
JANUARY	
<input type="checkbox"/> Decorator Order Forms (Demers Event & Expo Services)	January 10
<input type="checkbox"/> Edlen Order Forms (Utilities)	January 3
<input type="checkbox"/> MC Dean (Telecommunications)	January 2
<input type="checkbox"/> Projection (Audio / Visual)	January 2
<input type="checkbox"/> Hotel Accommodations	January 2