

GENERAL
INFORMATION

DEADLINES AND CHECKLIST

ITEM	DUE DATE
DECEMBER DEADLINES	
Boat Information and Layout	December 1
Carpet Color Selection Order (Bulk spaces)	December 1
Co-Exhibitor Information	December 1
Advanced Carpet Rental Deadline (Booth spaces)	December 5
Deco Order Forms (LI Expo)– Advanced rates for Labor, Hanging Signs, Furniture, etc.	December 15
Exhibitor Appointed Contractor Form	December 15
Exhibitor Credentials	December 15
Liability Insurance Submission	December 15
Hotels: Marriott Marquis	December 22
Four Points Sheraton	December 22
Courtyard—Midtown	December 28
JANUARY DEADLINES	
Hotel: Holiday Inn Times Square	January 1
Facility Order Forms (Javits Center) Advanced Rates for Electrical, Cleaning, Plumbing, Telecommunications	January 9
Advanced Warehouse (ABF)	January 15
Spring Valley Floral Form	January 15
Sales Tax Registration Applications (For out of state exhibitors)	January 23
Be My Guest Tickets	Now through Show