

GENERAL  
INFORMATION

---

## DEADLINES AND CHECKLIST

ITEM

DUE DATE

### NOVEMBER / DECEMBER DEADLINES

Boat Information and Layout	<b>November 30</b>
Carpet Rental Form - (L.I. Expo)	<b>December 9</b>
Exhibitor Appointed Contractor Form	<b>December 16</b>
Exhibitor Credentials	<b>December 16</b>
Exhibitor Liability Insurance	<b>December 16</b>
United National - Cleaning, Vacuuming, trash removal Form	<b>December 29</b>
Working Exhibitor Information	<b>Anytime</b>
Be My Guest Tickets	<b>Anytime</b>
Sales Tax Registration Applications (For out of state exhibitors)	<b>Anytime</b>

### JANUARY DEADLINES

HOTELS: Courtyard New York Midtown West	<b>January 2</b>
New York Marriott Marquis	<b>January 3</b>
Holiday Inn Times Square	<b>January 3</b>
Element New York Times Square West	<b>January 4</b>
Decorator Order Forms (L.I. Expo) - Labor, Furnishings, Hanging Signs	<b>January 6</b>
Javits Order Forms — Electrical, Plumbing, Telecommunications	<b>January 10</b>
Advanced Warehouse (ABF)	<b>January 18</b>
Spring Valley Floral Form	<b>January 20</b>