

# DEADLINES AND CHECKLIST

## GENERAL INFORMATION

Deadlines and  
Checklist

General Information

Contacts

Floor Plan

ITEM

DUE DATE

### DECEMBER / JANUARY DEADLINES

Boat Information and Layout	<b>December 30</b>
Exhibitor Appointed Contractor Registration	<b>December 30</b>
Liability Insurance (COI Submission)	<b>January 9</b>
Co - Exhibitor Information	<b>January 9</b>
Published Listing Information	<b>January 9</b>
Be My Guest Tickets	<b>Now through show</b>
Sales Tax Registration Applications (For out of state exhibitors)	<b>Prior to show</b>

### FEBRUARY DEADLINES

#### HOTELS:

Sheraton Atlantic City	<b>February 1</b>
Resorts Casino	<b>February 11</b>
Golden Nugget	<b>February 14</b>
Exhibitor Credentials	<b>February 15</b>
Decorator Order Forms — Labor, Carpet, Furnishings, Hanging Signs	<b>February 13</b>
AC Center Order Forms — Electrical, Cleaning, Plumbing	
Smart City (Internet)	<b>February 24</b>