



ST. PETERSBURG POWER AND SAILBOAT SHOW

PRESENTED BY **PROGRESSIVE**

IMPORTANT DEADLINES CHECKLIST

The following list of important deadlines will assist you in having a smooth and organized show experience from start to finish. Please note, some of these forms are **required to exhibit**.

For more information and to access forms, please check the exhibitor kit on our St. Pete Boat Show website. We recommend you keep a copy of all orders and take them with you to show site.

ITEM	ADVANCE DEADLINE	ORDERED/RETURNED
Insurance (Liability) (required) For assistance contact: boatshowinsurance@informa.com	<u>ASAP</u>	_____
Catering Services For assistance contact: Amanda.Kaaa@informa.com	<u>ASAP</u>	_____
Tent Order Form For assistance contact: tents@informa.com	<u>November 25</u>	_____
Click Here for Hotel Reservations	<u>ASAP</u>	_____
Electric Order Form For assistance contact: Yemmy.Gongora@informa.com	<u>January 6</u>	_____
Convention Services and Equipment For assistance contact: Claire.VanDyk@informa.com		
Booth Package	<u>January 6</u>	_____
Carpet	<u>January 6</u>	_____
Flooring	<u>January 6</u>	_____
Forklift Service Order Form	<u>January 6</u>	_____
Furniture	<u>January 6</u>	_____
Material Handling Form	<u>January 6</u>	_____
Material Shipping Instructions	<u>January 6</u>	_____
Modular Hardwalls	<u>January 6</u>	_____
Vacuuming & Cleaning	<u>January 6</u>	_____
After Hours Event Order Form For assistance contact: Amanda.Kaaa@informa.com	<u>January 4</u>	_____
Credentials (required) For assistance contact: Credentials.SFV@informa.com	<u>January 10</u>	_____