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.

The products and services listed below are offered directly through the Newport International Boat Show / Informa Markets. Avoid last minute delays and save money by taking advantage of the advance deadlines.

For more information and to access forms, visit the Exhibitor Tool kit on website newportboatshow.com.
We recommend you keep a copy of all orders and take them with you to show site.

ITEM	DEADLINE	ORDERED	RECEIVED
Insurance Liability Form: Click here. For assistance contact: cxteam@informa.com ***Required**	ASAP		
Tent Order Form : Within NIBS Contract	ASAP		
Click Here for Hotel Reservations	ASAP		
Newport For New Products Entry – Click Here	June 15th		
Directory Information: Available May 1st To add/view Exhibitor Listing	July 8th		
Electric Services: Click here for forms For assistance contact: cxteam@informa.com	August 18th		
Convention Services and Equipment **ERIC PALM -** Capital Convention Contractors P:877.335.3700 E:help@capitalconventions.com *This includes Furnishings, Furniture, Carpet, Cleaning, Shipping, Material, etc.*	August 30th		
Credentials (required) – Available May 1st **Click Here** For assistance contact: cxteam@informa.com	August 30th		
Tax Documentation Click here for form or for assistance contact: cxteam@informa.com	August 30th		
Exhibitor Guest Tickets: – Available May 1st Click Here For assistance contact: cxteam@informa.com	August 30th		
Exhibitor WIFI Services: – Available May 1st Click Here For assistance contact: cxteam@informa.com	Sept 1st		
After Hours Event – Send request to: Contact: cxteam@informa.com	Sept 1st		