



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) Order Form *required For assistance contact: NIBSoffice@informa.com | ASAP | | |
| Tent Order Form : Within NIBS Contract | ASAP | | |
| Click Here for Hotel Reservations | ASAP | | |
| Newport For New Products Entry – Click Here | June 15 th | | |
| Directory Information: Click here to add/view Exhibitor Listing | July 8 th | | |
| Electric Services: Click here for forms For assistance contact: NIBSoffice@informa.com | August 18 th | | |
| Convention Services and Equipment ERIC PALM - Capital Convention Contractors P:877.335.3700 E: help@capitalconventions.com <i>This includes Furnishings, Furniture, Carpet, Cleaning, Shipping, Material Handling, etc.</i> | August 30 th | | |
| Credentials (required) – Available June 18th Click Here For assistance contact: NIBSoffice@informa.com | August 30 th | | |
| Tax Documentation Click here for form or for assistance contact: NIBSoffice@informa.com | August 30 th | | |
| Exhibitor Guest Tickets: – Available June 18th Click Here For assistance contact: NIBSoffice@informa.com | August 30 th | | |
| Communication Services WIFI - COMING SOON For assistance contact: Wolodymyr.Danylyshyn@informa.com | Sept 1 st | | |

After Hours Event – Send request to:

Contact:

NIBSoffice@informa.com

Sept 1st

Information Classification: General