

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 <u>Exhibitor Tool kit</u> on website <u>newportboatshow.com</u>. 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: michea.kiely@informa.com	ASAP		
*Required			
Tent Order Form: Within NIBS Contract	ASAP		
Click Here for Hotel Reservations	ASAP		
Newport For New Products Entry – Click Here	July 1st		
Directory Information: Available May 1st			
To add/view Exhibitor Listing	August 1st		
Electric Services:			
For assistance contact: michea.kiely@informa.com	August 18 <sup>th</sup>		
Convention Services and Equipment			
ERIC PALM - Capital Convention Contractors			
P:877.335.3700	August 25 <sup>th</sup>		
E:help@capitalconventions.com	(discounted advance price)		
This includes Furnishings, Furniture, Carpet, Cleaning, Shipping, Material, etc.			
Credentials (required) – Available 22nd			
<u>Click Here</u> For assistance contact:	September 8 <sup>th</sup>		
michea.kiely@informa.com	(to avoid a late fee)		
Tax Documentation			
<u>Click here</u> for form or for assistance contact:	August 31 <sup>st</sup>		
michea.kiely@informa.com			
Exhibitor Guest Tickets: – Available May 20th Click Here			
For assistance contact:	ASAP		
michea.kiely@informa.com			
Exhibitor WIFI Services: - Available May 20th Click Here	.,		
For assistance contact:	August 15 <sup>th</sup>		
michea.kiely@informa.com	(discounted advance price)		
After Hours Event – Send request to:			
Contact: michea.kiely@informa.com	Sept 8 <sup>th</sup>		
	(to avoid a late fee)		

Information Classification: General