



## Exhibitor Deadline Checklist

April 3 - 5, 2022 | Boston Convention & Exhibition Center | Boston, MA

The following checklist will assist you in planning for New England Food Show 2022. Many services are discounted if orders are placed by the deadline date. To avoid additional costs, place your orders by the discount deadline.

TO DO LIST	DEADLINE	DONE
Add/Edit Online Profile & Product Categories in the Exhibitor eZone	ASAP	
Add Show Specials and New Products in the Exhibitor eZone	ASAP	
Email Customer Invitations for Complimentary Registration	ASAP	
Temporary Food Permit (TFP)	February 25 <sup>th</sup>	
Custom Registration Lead Retrieval Order Discount Deadline	March 4 <sup>th</sup>	
Exhibitor Appointed Contractor Form	March 4 <sup>th</sup>	
Certificate of Insurance for Exhibitor Appointed Contractor	March 4 <sup>th</sup>	
Booth Variance Request Form	March 4 <sup>th</sup>	
Freeman Discount Deadline for Services & Furnishings (Labor, Carpet, Material Handling, Cleaning, etc.)	March 4 <sup>th</sup>	
Discount Deadline for Catering and/or Ice Orders	March 4 <sup>th</sup>	
Levy Sample Food / Beverage Authorization Form – F&B Exhibitors Only	March 4 <sup>th</sup>	
Levy Sanitation Hand Sink Order Form – F&B Exhibitors Only	March 4 <sup>th</sup>	
Hotel Block Group Rate Deadline	March 10 <sup>th</sup>	
Discount Deadline for BCEC Building Services Discount Deadline for BCEC Building Services (Electricity, Internet, Water, Drain, Gas, Security, Ceiling Rigging)	March 13 <sup>th</sup>	
Submit Certificate of Liability Insurance to Show Management	March 15 <sup>th</sup>	
A/V Order Form	March 15 <sup>th</sup>	
Lowe Refrigerated and Frozen Display Units Order Form	March 18 <sup>th</sup>	
Last Day for Advanced Warehouse Shipments	March 25 <sup>th</sup>	
Register Booth Personnel for Badges	April 1 <sup>st</sup>	
Onsite Shipments May Arrive	April 1 <sup>st</sup>	