



## Exhibitor Deadline Checklist

April 2 - 4, 2023 | Boston Convention & Exhibition Center | Boston, MA

The following checklist will assist you in planning for New England Food Show 2023. 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 New Product in the Exhibitor eZone	ASAP	
Temporary Food Permit (Mandatory for any Exhibitor that is preparing food in their booth)	February 24	
Hotel Block Group Rate Deadline	February 28	
Freeman Discount Deadline for Services & Furnishings (Labor, Carpet, Material Handling, Cleaning, etc.)	March 3	
Exhibitor Appointed Contractor Form	March 3	
Certificate of Insurance for Exhibitor Appointed Contractor	March 3	
Booth Variance Request Form	March 3	
Levy Sample Food / Beverage Authorization Form – F&B Exhibitors Only	March 3	
Lead Retrieval Order by Date for Discounted Pricing	March 4	
Discount Deadline for Catering and/or Ice Orders	March 12	
Discount Deadline for BCEC Building Services (Electricity, Internet, Water, Drain, Gas, Security, Ceiling Rigging)	March 12	
Submit Certificate of Liability Insurance to Show Management	March 15	
Lowe Refrigerated and Frozen Display Units Order Form	March 19	
AV Order Form	March 20	
Last Day for Advanced Warehouse Shipments	March 24	
Levy Sanitation Hand Sink Order Form – F&B Exhibitors Only	March 31	
Register Booth Personnel for Badges	March 31	
Onsite Shipments May Arrive	March 31	