

## Exhibitor Deadline Checklist

March 30 – 31, 2025 | Boston Convention & Exhibition Center | Boston, MA

The following checklist will assist you in planning for New England Restaurant & Bar Show 2025. 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	
Temporary Food Permit (Mandatory for any Exhibitor that is preparing food in their booth)	February 28	
Freeman Discount Deadline for Services & Furnishings (Labor, Carpet, Material Handling, Cleaning, etc.)	February 28	
Exhibitor Appointed Contractor Form	February 28	
Certificate of Insurance for Exhibitor Appointed Contractor	February 28	
Booth Variance Request Form	February 28	
Lead Retrieval Order by Date for Discounted Pricing	February 28	
Levy Sanitation Hand Sink Order Form – F&B Exhibitors Only	February 28	
Levy Sample Food / Beverage Authorization Form – F&B Exhibitors Only	February 28	
Hotel Block Group Rate Deadline	February 28	
Discount Deadline for BCEC Building Services (Electricity, Internet, Water, Drain, Gas, Security, Ceiling Rigging)	March 9	
Submit Certificate of Liability Insurance to Show Management	March 15	
Lowe Refrigerated and Frozen Display Units Order Form	March 17	
Last Day for Advanced Warehouse Shipments without additional charges	March 21	
Register Booth Personnel for Badges	March 28	
Onsite Shipments May Arrive	March 28	