

Exhibitor Deadline Checklist

April 26 – 27, 2026 | Thomas M. Menino Convention & Exhibition Center | Boston, MA

The following checklist will assist you in planning for New England Restaurant & Bar Show 2026. 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	
Exhibitor AV Order Form - Advanced Rate Deadline	March 14	
Lead Retrieval Order by Date for Discounted Pricing	March 25	
Temporary Food Permit (Mandatory for any Exhibitor that is preparing food in their booth)	March 30	
Exhibitor Appointed Contractor Form	March 30	
Certificate of Insurance for Exhibitor Appointed Contractor	March 30	
Booth Variance Request Form	March 30	
Levy Sanitation Hand Sink Order Form – F&B Exhibitors Only	March 30	
Levy Sample Food / Beverage Authorization Form – F&B Exhibitors Only	March 30	
Discount Deadline for MCEC Building Services (Electricity, Internet, Water, Drain, Gas, Security, Ceiling Rigging)	April 5	
Submit Certificate of Liability Insurance to Show Management	April 13	
Lowe Refrigerated and Frozen Display Units Order Form	March 17	
Last Day for Advanced Warehouse Shipments without additional charges	April 17	
Hotel Block Group Rate Deadline	April 22	
Register Booth Personnel for Badges	April 24	
Onsite Shipments May Arrive	April 24	