

## **Deadline Checklist**

<u>Deadline</u>	<u>Material</u>
December 20, 2019	<ul> <li>Electrical Orders Due to Barrett-Jackson</li> <li>125% from December 20<sup>th</sup> – January 3<sup>rd</sup></li> <li>150% from January 3<sup>rd</sup> – January 11<sup>th</sup></li> <li>200% after January 11<sup>th</sup> (onsite)</li> </ul>
December 20, 2019	Internet (incl. Wifi)/Live Auction Feed (IPTV) Orders Due to Barrett-Jackson
December 20, 2019	<ul> <li>Insurance Requirements Due to Barrett-Jackson</li> <li>Certificate of Insurance (COI)</li> <li>Auto Declarations Page</li> <li>Waiver Form</li> </ul>
December 20, 2019	Display Vehicle Registration Form (if applicable) Due to Barrett-Jackson
December 20, 2019	In-Booth Appearances & Event Registration (if applicable) Due to Barrett-Jackson
December 20, 2019	Event Rental Needs Due to Cre8ive Event Rentals *these forms should be submitted directly to Cre8ive*
December 20, 2019	Material Handling / Drayage Form Due to Cre8ive Event Rentals *these forms should be submitted directly to Cre8ive*
January 11, 2020	Transaction Privilege Sales and Use Tax License Form Due to City of Scottsdale