

# Critical Dates & Deadlines

Jacob K. Javits Convention Center, New York, NY • Hall 3B • October 26-28, 2017

Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you money over on-site prices.

DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
<b>SHOW MANAGEMENT INFORMATION</b>			
ASAP	Hotel and Travel Reservations	<a href="#">Online link</a>	<input type="checkbox"/>
September 8	Show Directory/Gear Guide Listing Deadline	<a href="#">Online link</a>	<input type="checkbox"/>
September 25	Booth Waiver Request Form	<a href="#">Online link</a>	<input type="checkbox"/>
October 2	Hanging Sign Approval Form	<a href="#">Online link</a>	<input type="checkbox"/>
October 2	EAC Notification Form	<a href="#">Online link</a>	<input type="checkbox"/>
October 2	Insurance Submission Form - <b>REQUIRED</b>	<a href="#">Online link</a>	<input type="checkbox"/>
ASAP	Exhibitor Staff Badge Registration	<a href="#">Online link</a>	<input type="checkbox"/>
<b>SHIPPING INFORMATION</b>			
September 22	Advance Shipments to the Freeman Warehouse May Arrive	Freeman	<input type="checkbox"/>
October 16	Last Day Advance Shipments to the Freeman Warehouse May Arrive	Freeman	<input type="checkbox"/>
October 23	Direct Shipments to the Javits Convention Center May Arrive	Freeman	<input type="checkbox"/>
October 2	Material Handling Order Discount Deadline	Freeman	<input type="checkbox"/>
October 2	Exhibit Transportation Order Form	Freeman	<input type="checkbox"/>
October 5	Ocean Freight, International Shipping Information - Deadline for Shipment to Arrive to New York CFS	Rogers Worldwide	<input type="checkbox"/>
October 12	Air Freight, International Shipping Information - Deadline for Shipment to Arrive at John F Kennedy International Airport (JFK)	Rogers Worldwide	<input type="checkbox"/>
October 12	International Shipping Deadline for Ocean Freight Arrival at Javits Convention Center	Rogers Worldwide	<input type="checkbox"/>
October 19	International Shipping Due Date for Air Freight Arrival at Javits Convention Center	Rogers Worldwide	<input type="checkbox"/>
<b>FREEMAN INFORMATION &amp; ORDER FORMS</b>			
October 2	Exhibitor Booth Package Order Form	Freeman	<input type="checkbox"/>
October 2	Furnishings Essentials & Select Furnishings Order Form	Freeman	<input type="checkbox"/>
October 2	Freeman Carpet & Accessories	Freeman	<input type="checkbox"/>
October 2	Freeman Rental, Exhibit & TotalFlex Packages	Freeman	<input type="checkbox"/>
October 2	Freeman Graphics & Signs	Freeman	<input type="checkbox"/>
October 2	Freeman Installation & Dismantle Labor Form	Freeman	<input type="checkbox"/>
October 2	Freeman Hanging Sign Labor	Freeman	<input type="checkbox"/>
October 2	Freeman Transportation	Freeman	<input type="checkbox"/>
October 2	Freeman Forklift & Rigging Labor	Freeman	<input type="checkbox"/>
<b>OFFICIAL SERVICE PROVIDER ORDER FORMS</b>			
August 30 and September 14	Lead Retrieval Early and Late Discount Deadlines	Experient	<input type="checkbox"/>
October 2	Audio Visual	Freeman	<input type="checkbox"/>
October 5	Showcase/Display Cases Order Form	American Fixtures	<input type="checkbox"/>
October 5	Electrical/Booth Cleaning/Telephone/Internet/Plumbing	Javits Convention Ctr	<input type="checkbox"/>
October 19	Models/Talent	Judy Venn	<input type="checkbox"/>
ASAP	Booth Security	A&M Security	<input type="checkbox"/>
ASAP	Insurance Enrollment Form	Marsh/Total Event	<input type="checkbox"/>
ASAP	Floral/Plants	Spring Valley	<input type="checkbox"/>