



Critical Dates & Deadlines

Jacob K. Javits Convention Center, New York, NY • Hall 3B • October 25-27, 2018

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"/>
SHOW MANAGEMENT INFORMATION			
ASAP	Hotel and Travel Reservations	Online link	<input type="checkbox"/>
September 24	Booth Waiver Request Form	Online link	<input type="checkbox"/>
September 26	Show Directory Listing Deadline	Online link	<input type="checkbox"/>
October 1	Hanging Sign Approval Form	Online link	<input type="checkbox"/>
October 1	EAC Notification Form	Online link	<input type="checkbox"/>
October 1	Insurance Submission Form - REQUIRED	Online link	<input type="checkbox"/>
ASAP	Exhibitor Staff Badge Registration	Online link	<input type="checkbox"/>
SHIPPING INFORMATION			
September 21	Advance Shipments to the Freeman Warehouse May Arrive	Freeman	<input type="checkbox"/>
October 15	Last Day Advance Shipments to the Freeman Warehouse May Arrive	Freeman	<input type="checkbox"/>
October 25	Direct Shipments to the Javits Convention Center May Arrive	Freeman	<input type="checkbox"/>
October 1	Material Handling Order Discount Deadline	Freeman	<input type="checkbox"/>
October 1	Exhibit Transportation Order Form	Freeman	<input type="checkbox"/>
October 4	Ocean Freight, International Shipping Information - Deadline for Shipment to Arrive to New York CFS	Rogers Worldwide	<input type="checkbox"/>
October 11	Air Freight, International Shipping Information - Deadline for Shipment to Arrive at John F Kennedy International Airport (JFK)	Rogers Worldwide	<input type="checkbox"/>
October 11	International Shipping Deadline for Ocean Freight Arrival at Javits Convention Center	Rogers Worldwide	<input type="checkbox"/>
October 18	International Shipping Due Date for Air Freight Arrival at Javits Convention Center	Rogers Worldwide	<input type="checkbox"/>
FREEMAN INFORMATION & ORDER FORMS			
October 1	Exhibitor Booth Package Order Form	Freeman	<input type="checkbox"/>
October 1	Furnishings Essentials & Select Furnishings Order Form	Freeman	<input type="checkbox"/>
October 1	Freeman Carpet & Accessories	Freeman	<input type="checkbox"/>
October 1	Freeman Rental, Exhibit & TotalFlex Packages	Freeman	<input type="checkbox"/>
October 1	Freeman Graphics & Signs	Freeman	<input type="checkbox"/>
October 1	Freeman Installation & Dismantle Labor Form	Freeman	<input type="checkbox"/>
October 1	Freeman Hanging Sign Labor	Freeman	<input type="checkbox"/>
October 1	Freeman Transportation	Freeman	<input type="checkbox"/>
October 1	Freeman Forklift & Rigging Labor	Freeman	<input type="checkbox"/>
OFFICIAL SERVICE PROVIDER ORDER FORMS			
October 1	Audio Visual	Freeman	<input type="checkbox"/>
October 5	Showcase/Display Cases Order Form	American Fixtures	<input type="checkbox"/>
October 10	Electrical/Booth Cleaning/Telephone/Internet/Plumbing	Javits Convention Ctr	<input type="checkbox"/>
October 18	Models/Talent	Judy Venn	<input type="checkbox"/>
ASAP	Lead Retrieval	Experient	<input type="checkbox"/>
ASAP	Booth Security	A&M Security	<input type="checkbox"/>
ASAP	Insurance for Purchase	Marsh/Total Event	<input type="checkbox"/>
ASAP	Floral/Plants	Spring Valley	<input type="checkbox"/>