



DEADLINES

Contact the vendor directly (refer to order form) with questions concerning services, deadlines or forms.

DUE DATE	<u>SERVICE</u>	VENDOR
2016		
October 28	Island Booth Layout Due (Applies to Island Booths Only)	NRF
November 4	Submit Giveaway Listing for Program Guide	NRF
November 17	Experient Lead Retrieval (First Discount Deadline)	Experient
December 5	Hotel Reservations Deadline (Discounted Rates)	Wyndham Jade
December 6	 EAC Forms (Exhibitor Appointed Service Contractor) First Date Advance Shipments 	Freeman
December 9	Non-EXPO Hour Admittance Requests Due	NRF
December 12	Photography	Craig Huey Photography
December 14	 Carpet, Furnishing, Signs, Rental Exhibits Orders Due (Discounted Rates) Payment & Credit Card Authorization Form (ALL EXHIBITORS MUST RETURN THESE FORMS) Audio Visual & Computer Equipment Order Form Due 	Freeman and Freeman AV Services
December 15	Meeting Room and Offsite Events Request Due	NRF
December 27	Utility Orders Due (Discounted Rates) Includes Cleaning, Electrical, Plumbing & Telecommunications	Javits Convention Center
December 29	Floral Orders	Convention Plant Creations
December 30	Catering Orders Due	Centerplate
2017		
Coming Soon	Special Security Officer	MetroOne
January 3	Final Date Advance Shipments Accepted at Warehouse	Freeman
January 9	First Date Direct Shipments to Show Site will be Accepted (Targeted move-in date only)	Freeman
January 14	Final Date Direct Shipments Accepted at Show Site	Freeman
February 17	Final Date to Submit Post-Show List Usage Request Agreement (Optional Promotional Opportunity)	NRF