

CHECKLIST & DEADLINES

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

<u>DUE DATE</u>	<u>SERVICE</u>	<u>VENDOR</u>
2018		
September 28	Island Booth Layout Due (Applies to Island Booths Only)	Anna Fassano
December 4	Hotel Reservations Deadline (Discounted Rates)	MCI
December 7	<ul style="list-style-type: none"> • EAC Forms (Exhibitor Appointed Service Contractor) • First Date Advance Warehouse Shipments Accepted 	Freeman
December 29	Meeting Room and Offsite Events Request Due	NRF
December 19	<ul style="list-style-type: none"> • 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 • Exhibit-transportation Form Due 	Freeman and Freeman AV Services
TBD	Utility Orders Due (Discounted Rates) - Includes Cleaning, Electrical, Plumbing & Telecommunications	Javits Convention Center
December 21	Catering Orders Due	Centerplate
December 13	Special Security Officer	Javits Convention Center
December 28	Floral Orders Due – Early Rate	Convention Plant Creations
November 15	Experient Lead Retrieval (First Discount Deadline)	Experient
2019		
December 28	Final Date Advance Warehouse Shipments Accepted	Freeman
January 4	Non-EXPO Hour Admittance Requests Due	NRF – Williana Parker
January 8	First Date Direct to Show Site Shipments Accepted (Targeted move-in date only)	Freeman
January 12	Final Date Direct to Show Site Shipments Accepted	Freeman
February 15	Final Date to Submit Post-Show List Usage Request Agreement (Optional Promotional Opportunity)	NRF – Susan Newman