

## DISCOUNT DEADLINES & SHOW MANAGEMENT DEADLINES

Click on links to access vendor websites and order forms.



**November**  
**26**

### **Lead Retrieval**

[Order Form](#)

Discount Deadlines: Tier I: 11/26 | Tier II: 1/7



**January**  
**2**

### **Advance Shipments to Warehouse Begins**

[Warehouse Label](#) | [Hanging Sign Shipping Labels](#)



**January**  
**4**

### **Freeman | Discount Deadline**

Furnishings, Flooring, Graphics, & Booth Accessories

Order Online: [Freeman Website Portal](#)

[ExhibitorSupport@Freeman.com](mailto:ExhibitorSupport@Freeman.com)



**January**  
**4**

### **FB Accessories**

Veloce Wood Booth Package Furniture, Accessories & Lighting

[Order Form](#)



**January**  
**9**

### **Hotel Reservations**

EventSphere | Room blocks sell out fast!

US Based: (800) 221-3531 | International: (212) 532-1660

[Booking Link](#) | [NYNOW@eventsphere.com](mailto:NYNOW@eventsphere.com)



**January**  
**12**

### **Submit Insurance, Update Your Directory Listing, and/or**

**Submit EAC Information** in your [Exhibitor Console](#)

Request a [Certificate of Insurance](#) from your Insurance Provider

Or [Purchase Insurance from Total Event Here](#)

Find EAC Requirements [Here](#)

For more information on the exhibitor console [click here](#)



**January  
18**

**Javits Center Services**

Order Lighting, Electric, Surveillance Cameras, and Plumbing  
[Javits Exhibitor Portal \(Jake\)](#)



**January  
19**

**American Fixture Showcase Rental | Discount Deadline**

[Order Form](#) | [Online Order Site](#) | (718) 463-2176



**February  
1**

**Direct Shipments to Show Site Begins**

[Show Site Shipping Label](#)



**Pre-  
Show**

**Register For Exhibitor and Staff Badges**

[Badge Order Site](#) | [NYNOWWinterExh@maritz.com](mailto:NYNOWWinterExh@maritz.com)



**Pre-  
Show**

**Review Exhibitor Hub Account**

All of your business with NY NOW lives in your Exhibitor Hub. View invoices, make payments, and manage your contract.

[Here's a cheat sheet](#) to get you started.



**Pre-  
Show**

**Review NY NOW Online Account**

You'll edit your brand details & upload products here so that buyers can shop online via our [Market Directory](#).

[Here's a cheat sheet](#) to get you started.

**Contact Show Management**

[Click here](#) for a full list of Show Management contacts

*or*

Email [Support@nynow.com](mailto:Support@nynow.com) for general questions

## ADDITIONAL VENDOR INFORMATION



**Private Security Guard** | A&M Professional Security  
[Order Form](#) | (212) 964-2121



**Temporary Staffing** | CTI Convention Staffing  
[Website](#) | [Email](#) | (212) 297-1211



**Plant Rental** | Big Apple Floral  
[Website](#) | [Order Form](#) | [Email](#) | (212) 687-3434



**Catering** | Cultivated  
[Website](#) | (212) 216-2400



**Business Center** | Javits's Center Fedex/Kinko's  
[Website](#) | (212) 216-2900



**Computer and AV** | MetroMultimedia  
[Order Form](#) | (609) 218-3971



**Scooter Rental** | Javits  
[Website](#)



**Phoenix International Shipping**  
[Instructions](#)