







# DISCOUNT DEADLINES & SHOW MANAGEMENT DEADLINES

Click on links to access vendor websites and order forms.

	<b>May</b> <b>27</b>	<b>Lead Retrieval</b> <a href="#">Order Form</a> Discount Deadlines: Tier I: 5/27   Tier II: 7/8
	<b>June</b> <b>28</b>	<b>FB Accessories</b> Veloce Wood Booth Package Furniture, Accessories & Lighting <a href="#">Order Form</a>
	<b>July</b> <b>1</b>	<b>Advance Shipments to Warehouse Begins</b> <a href="#">Warehouse Label</a>   <a href="#">Hanging Sign Shipping Labels</a>
	<b>July</b> <b>1</b>	<b>Submit Insurance, and/or Submit EAC Information</b> Submit your Certificate of Insurance <a href="#">HERE</a> Submit EAC Information <a href="#">HERE</a>  Request a <a href="#">Certificate of Insurance</a> from your Insurance Provider Or <a href="#">Purchase Insurance from Total Event Here</a>
	<b>July</b> <b>5</b>	<b>Freeman   Discount Deadline</b> Furnishings, Flooring, Graphics, & Booth Accessories Order Online: <a href="#">Freeman Website Portal</a> <a href="mailto:ExhibitorSupport@Freeman.com">ExhibitorSupport@Freeman.com</a>
	<b>July</b> <b>9</b>	<b>Hotel Reservations</b> EventSphere   Room blocks sell out fast! US Based: (800) 221-3531   International: (212) 532-1660 <a href="#">Booking Link</a>   <a href="mailto:NYNOW@eventsphere.com">NYNOW@eventsphere.com</a>

**July**  
**12****American Fixture Showcase Rental** | Discount Deadline  
[Order Form](#) | [Online Order Site](#) | (718) 463-2176**July**  
**20****Javits Center Services**Order Lighting, Electric, Surveillance Cameras, and Plumbing  
[Javits Exhibitor Portal \(Jake\)](#)[Here is a helpful guide on how to use the JAKE Portal](#)**August**  
**1****Direct Shipments to Show Site Begins**[Show Site Shipping Label](#)**Pre-**  
**Show****Register For Exhibitor and Staff Badges**[Badge Order Site](#) | [NYNOWSummerExh@maritz.com](mailto:NYNOWSummerExh@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



**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](#)