

DISCOUNT DEADLINES & SHOW MANAGEMENT DEADLINES

Click on links to access vendor websites and order forms.



**July
1**

Submit Insurance, and/or Submit EAC Information

Submit your Certificate of Insurance [HERE](#)

Submit EAC Information [HERE](#)

Request a [Certificate of Insurance](#) from your Insurance Provider
Or [Purchase Insurance from Total Event Here](#)



**July
3**

FB Accessories

Veloce Wood Booth Package Furniture, Accessories & Lighting
[Order Form](#)



**July
3**

Freeman | Discount Deadline

Furnishings, Flooring, Graphics, & Booth Accessories
Order Online: [Freeman Website Portal](#)
ExhibitorSupport@Freeman.com



**July
3**

American Fixture Showcase Rental | Discount Deadline
[Order Form](#) | [Online Order Site](#) | (718) 463-2176



**July
7**

Advance Shipments to Warehouse Begins

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



**July
11**

Hotel Reservations

EventSphere | Room blocks sell out fast!
US Based: (800) 221-3531 | International: (212) 532-1660
[Booking Link](#) | NYNOW@eventsphere.com

**July
19****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](#)

**July 31****Direct Shipments to Show Site Begins**

[Show Site Shipping Label](#)

**Pre-
Show****Register For Exhibitor and Staff Badges**

[Badge Order Site](#) | 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.

ADDITIONAL VENDOR INFORMATION

**Temporary Staffing** | CTI Convention Staffing[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 Center Fedex/Kinko's[Website](#) | (212) 216-2900**Computer and AV** | MetroMultimedia[Order Form](#) | (609) 218-3971**Scooter Rental** | Javits Center[Website](#)**Phoenix International Shipping**[Instructions](#)