

DISCOUNT DEADLINES & SHOW MANAGEMENT DEADLINES

Click on links to access vendor websites and order forms.



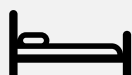
**January
2**

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



**January
2**

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



**January
2**

Hotel Reservations
EvolveCon | Room blocks sell out fast!
US Based: 646-374-4237
[Booking Link](#) | assistance@hotelmap.com



**January
14**

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](#)



**January
17**

Javits Center Services
Order Lighting, Electric, Surveillance Cameras, and Plumbing
[Javits Exhibitor Ordering Portal](#)



**January
20**

Advance Shipments to Warehouse Begins
[Warehouse Label](#) | [Hanging Sign Shipping Labels](#)

**January
29****Direct Shipments to Show Site Begins**[Show Site Shipping Label](#)**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](#)

Contact Show Management

[Click here](#) for a full list of Show Management contacts!**OR**Email Support@nynow.com for general questions.