

# Critical Dates & Deadlines

May 19-22, 2019 • Jacob K. Javits Convention Center • New York, NY

Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you money over on-site prices.

DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
<b>SHOW MANAGEMENT INFORMATION</b>			
May 13	<a href="#">Exhibitor Appointed Contractor Form</a>	Show Management	<input type="checkbox"/>
May 13	<a href="#">Certificate of Insurance</a>	Show Management	<input type="checkbox"/>
Prior to Show	<a href="#">Insurance for Purchase</a>	Marsh/TotalEvent	<input type="checkbox"/>
May 13	<a href="#">Helium Balloon Request</a>	Show Management	<input type="checkbox"/>
<b>FREEMAN FORMS</b>			
April 11	Booth Carpet/Padding	Freeman	<input type="checkbox"/>
April 25	Payment & Credit Card Authorization	Freeman	<input type="checkbox"/>
April 25	Digital Graphics	Freeman	<input type="checkbox"/>
April 25	Display Labor Order Form	Freeman	<input type="checkbox"/>
April 25	Hanging Signs	Freeman	<input type="checkbox"/>
April 25	Material Hanging	Freeman	<input type="checkbox"/>
<b>JAVITS FORMS</b>			
May 4	<a href="#">Booth Catering</a>	Javits	<input type="checkbox"/>
May 4	<a href="#">Cleaning Service</a>	Javits	<input type="checkbox"/>
May 4	<a href="#">Electrical Service</a>	Javits	<input type="checkbox"/>
May 4	<a href="#">Plumbing Service</a>	Javits	<input type="checkbox"/>
May 4	<a href="#">Telecommunications Service</a>	Javits	<input type="checkbox"/>
May 4	<a href="#">Security</a>	Javits	<input type="checkbox"/>
<b>SHIPPING</b>			
Refer to Form	<a href="#">International Freight Shipments</a>	Phoenix International	<input type="checkbox"/>
Targeted Move-in Map (Level 1)	Shipments Direct to Showsite	Freeman	<input type="checkbox"/>
Targeted Move-in Map (Level 3)	Shipments Direct to Showsite	Freeman	<input type="checkbox"/>
April 16 – May 7	Shipments to Warehouse	Freeman	<input type="checkbox"/>
<b>VENDOR FORMS</b>			
Prior to Show	Audio Visual	MetroMultiMedia	<input type="checkbox"/>
Prior to Show	Computer/Office Machines	Technology Logistics	<input type="checkbox"/>
April 29	Display Cases	American Fixture	<input type="checkbox"/>
May 10	Florist	Big Apple Florist	<input type="checkbox"/>
Prior to show	<a href="#">Hotel and Travel</a>	onPeak	<input type="checkbox"/>
March 26/April 10	Lead Retrieval (tiered pricing)	Experient	<input type="checkbox"/>
Prior to Show	Photographer	Jenna Bascom Photography	<input type="checkbox"/>
Prior to Show	Staffing	CTI Metropolitan Staffing	<input type="checkbox"/>

All Official Service Provider Order Forms  
are available within this  
ICFF Exhibitor Manual  
And on the ICFF website at  
[www.icff.com](http://www.icff.com)