

VENDOR DEADLINES



**February
3**

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



**February
8**

Advance Shipments to Warehouse Begins
[Warehouse Label](#)



**February
10**

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



**February
17**

Hotel Reservations | onPeak
 US Based: (800) 221-3531 | International: (212) 532-1660
[Booking Link](#)



**February
18**

Javits Center Services
 Order Lighting, Electric, Internet Access, Telephone Lines
[Javits Exhibitor Portal \(Jake\)](#)



**February
20**

Submit Certificate of Insurance in your [Exhibitor Console](#)
 Request [Certificate of Insurance](#) from your Insurance Provider
 Or [Purchase Insurance from Total Event Here](#)



**February
20**

Submit [Sabbath Form](#)
 If your booth will be closed due to Sabbath



**March
10**

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



**Pre-
Show**

Register For Exhibitor and Staff Badges
[Badge Order Site](#)

ADDITIONAL VENDOR CONTACTS



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



Safe Rental | The Safe Man, LLC
[Website](#) | (800) 320-2589 | TheSafemanllc@Aol.com



Plant Rental | Spring Valley
[Website](#) | [Order Form](#) | (845) 268-7555



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

SHOW MANAGEMENT CONTACTS

Tobi Smith
Global Account Manager
 Tel: (646) 668-3732
Tobi.Smith@EmeraldX.com

John Colletta
Senior Account Executive
 Tel: (917) 319-4353
John.Colletta@EmeraldX.com

Mark Lind
Group Show Director
Mark.Lind@EmeraldX.com

Maliah Vivanco
Operations Manager
Maliah.Vivanco@EmeraldX.com

London Klauer
Operations Coordinator
London.Klauer@EmeraldX.com

Amanda Hampton
Marketing Director
Amanda.Hampton@EmeraldX.com

Emma Pastore
Marketing Specialist
Emma.Pastore@EmeraldX.com

Maritz Global Events
Official Registration Vendor
JASpringExh@maritz.com
 Tel: (864) 342-6290
 Hours: 9 AM – 6 PM EST