

# VENDOR DEADLINES



**September  
15**

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



**September  
27**

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



**September  
29**

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



**October  
4**

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



**October  
14**

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



**October  
15**

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



**October  
15**

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



**October  
27**

**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](#) | [Order Form](#) | [TheSafemanllc@Aol.com](mailto:TheSafemanllc@Aol.com) | (800) 320-2589



**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

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 Hours: 9 AM – 6 PM EST