

## VENDOR DEADLINES



January  
29

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



February  
7

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



February  
9

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



February  
21

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



February  
24

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



February  
28

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



February  
28

**Submit [Sabbath Form](#)**  
If you are unable to set up on Saturday, March 9



March  
8

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



Pre-  
Show

**Register For Exhibitor and Staff Badges**  
[Booth Staff 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



**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 E