

VENDOR DEADLINES



January
31

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



February
12

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



February
12

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



February
13

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



February
28

Submit [Sabbath Form](#)
If you are unable to set up on Saturday, March 15th



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](#)



March
1

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



March
14

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 | (800) 320-2589



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

SHOW MANAGEMENT CONTACTS

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Maritz Global Events

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Hours: 9 AM – 6 PM