



Key Reminders and Deadlines

July 27 - 30, 2008 ~ Jacob K. Javits Convention Center ~ New York, New York

- Below are some key deadlines that need your immediate review.
- While we have outlined some key dates for you, this manual contains additional information that is crucial to a successful exhibiting experience. Please take time to review the entire manual as soon as possible in order to save **TIME AND MONEY**.

Due Date	✓ Completed	✓ Date Sent	Deadlines	Contact
Immediately			Review Exhibitor Manual & Exhibitor Contact Information	JA New York
Immediately			Review Event Schedule	JA New York
Prior to Move-In			Private Security Guard (rates increase if ordered onsite)	RAV Security
June 20			Advance Shipments to Warehouse Begins	Freeman
June 20			Discount Deadline for Early Bird Lead Retrieval	Convention Data Services (CDS)
June 27			Discount Deadline for Showcase Orders	Levin
June 27			Exhibitor Appointed Contractor Form Due	Freeman/ JA New York
July 1			EAC Certificate of Insurance	Freeman/ JA New York
July 3			Discount Pricing for Hardwall Accessories, Lighting Enhancements, and Custom Fascia	Freeman
July 7			Housing Deadline for Discounted Rooms	Travel Planners
July 11			Pre-register your booth personnel	Convention Data Services (CDS)
July 11			Submit your Sabbath Observer form	JA New York
July 11			Discount Pricing for Additional Booth Furnishings	Freeman
July 12			Advanced Pricing for Javits Center service (electric, internet, cleaning, telephone) Ends	Javits Center
July 18			Advance Pricing for Warehouse Shipments Ends	Freeman
July 24			Target Freight Only	Freeman
July 25			Direct Shipments to Javits Begins (8am-5pm)	Freeman
July 26			Last Day for Direct Shipments to Javits	Freeman
Pre-Show			Business Services	FedEx Kinko's
Pre-Show			Computer Rental	NMR
Pre-Show			Floral	Spring Valley
Pre-Show			Telephones	Javits Center
Pre-Show			Internet Lines	Javits Center