



Action Item Checklist

Spring 2018 • March 11-13 • Jacob K. Javits Convention Center • New York, NY

Take action, be organized and save your company money! Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you up to 40% over onsite prices. Additional services not listed below can be found within this Service Manual. Please keep copies of all forms and bring with you on-site at the show.

Complete	Due Date	Order Form	Deadline From
<input type="checkbox"/>	Immediately	Review Exhibitor Manual & Exhibitor Contact Information	JA New York
<input type="checkbox"/>	Immediately	Review Event Schedule	JA New York
<input type="checkbox"/>	February 7	Advanced Shipments to Warehouse Begins	Freeman
<input type="checkbox"/>	February 13	Update Your Company Information Via the Exhibitor Console	JA New York
<input type="checkbox"/>	February 15	Discount Pricing for Furnishings, Hard Wall Accessories, and Lighting Enhancements	Freeman
<input type="checkbox"/>	February 18	Discount Deadline for Showcase Orders	American Fixture
<input type="checkbox"/>	February 18	Advanced Pricing for Javits Center Service ends (electric, internet, cleaning, telephone, etc.)	Javits Center
<input type="checkbox"/>	February 23	Housing Deadline for Discounted Rooms	onPeak
<input type="checkbox"/>	February 26	Exhibitor Appointed Contractor (EAC) Form & EAC Certificate of Insurance Due	JA New York
<input type="checkbox"/>	February 26	Submit Your Certificate Insurance	JA New York
<input type="checkbox"/>	February 26	Submit your Sabbath Observer form	JA New York
<input type="checkbox"/>	March 2	Advance Shipping to Warehouse Ends	Freeman
<input type="checkbox"/>	March 9	Audio Visual / Computer Rental	MetroMultiMedia
<input type="checkbox"/>	March 9	Direct Shipments to Javits Begins (8am-5pm)	Freeman
<input type="checkbox"/>	March 10	Last Day for Direct Shipments to Javits	Freeman
<input type="checkbox"/>	Pre Show	Private Security Guard (rates increase if ordered onsite)	A&M Professional Security
<input type="checkbox"/>	Pre Show	Safe Rental	The Safe Man
<input type="checkbox"/>	Pre Show	Business Services	FedEx Kinko's
<input type="checkbox"/>	Pre Show	Floral	Spring Valley
<input type="checkbox"/>	Post Show	Check all invoices from Freeman, American Fixture and the Javits Center before leaving the facility- it's easier to dispute charges while you are still on site.	Freeman, American Fixture & Javits Center Customer Service Desks