

# Action Item Checklist

Jacob K. Javits Convention Center, New York, NY • Halls 1B & 1C • October 29-31

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	Activity	Deadline From
<input type="checkbox"/>	Immediately	Review Exhibitor Manual & Exhibitor Contact Information	JA New York
<input type="checkbox"/>	Immediately	Review Event Schedule & Action Item Checklist	JA New York
<input type="checkbox"/>	September 26	<a href="#">Update Your Company Information</a> Via JA New York Exhibitor Portal	JA New York
<input type="checkbox"/>	September 26	Advance Shipments to Warehouse Begins	Freeman
<input type="checkbox"/>	October 5	Discount Deadline for Custom Signage	Freeman
<input type="checkbox"/>	October 5	Discount Pricing for Furnishings, Accessories, and Lighting	Freeman
<input type="checkbox"/>	October 5	<a href="#">Exhibitor Appointed Contractor (EAC) Form</a> & <a href="#">EAC Certificate of Insurance</a> Due	JA New York
<input type="checkbox"/>	October 5	<a href="#">Submit your Sabbath Observer form</a>	JA New York
<input type="checkbox"/>	October 16	<a href="#">Housing</a> Deadline for Discounted Rooms	Travel Planners
<input type="checkbox"/>	October 8	Discount Deadline for Showcase Orders	American Fixture
<input type="checkbox"/>	October 8	Advanced Pricing for <a href="#">Javits Center Service</a> ends (electric, internet, cleaning, telephone, etc.)	Javits Center
<input type="checkbox"/>	October 18	Pre-Registered Press List Available	Last Word Communications
<input type="checkbox"/>	October 19	Advance Shipping to Warehouse Ends	Freeman
<input type="checkbox"/>	October 27 & 28	Exhibitor Move-In: Friday, October 27: 8 AM – 6 PM Saturday, October 28: 8 AM – 6 PM	Freeman
<input type="checkbox"/>	October 27	Direct Shipments to Javits Begins (8am-5pm)	Freeman
<input type="checkbox"/>	October 28	Last Day for Direct Shipments to Javits	Freeman
<input type="checkbox"/>	Prior to Move In	Private Security Guard (rates increase if ordered onsite)	A&M Security
<input type="checkbox"/>	Pre-Show	Audio Visual / Computer Rental Discount Deadline Ends	MetroMultiMedia
<input type="checkbox"/>	Pre-Show	<a href="#">Register</a> for Staff Badges	JA New York
<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