



# Critical Dates & Deadlines

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

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 money over on-site prices.

DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
<b>SHOW MANAGEMENT INFORMATION</b>			
October 10	Exhibitor Profile Update	Show Management	<input type="checkbox"/>
October 21	<a href="#">Exhibitor Appointed Contractor Form</a>	Show Management	<input type="checkbox"/>
October 21	<a href="#">Certificate of Insurance</a>	Show Management	<input type="checkbox"/>
October 21	<a href="#">Insurance for Purchase</a>	Marsh/TotalEvent	<input type="checkbox"/>
<b>FREEMAN FORMS</b>			
October 5	Booth Package Carpet/Padding Deadline	Freeman	<input type="checkbox"/>
October 21	Booth Carpet/Padding	Freeman	<input type="checkbox"/>
October 21	Payment & Credit Card Authorization	Freeman	<input type="checkbox"/>
October 21	Digital Graphics	Freeman	<input type="checkbox"/>
October 21	Display Labor Order Form	Freeman	<input type="checkbox"/>
October 11	<a href="#">Hanging Sign Approval Form</a>	Show Management	<input type="checkbox"/>
October 21	Hanging Signs	Freeman	<input type="checkbox"/>
October 21	Material Handling	Freeman	<input type="checkbox"/>
<b>JAVITS FORMS</b>			
October 30	<a href="#">Booth Catering</a>	Javits	<input type="checkbox"/>
October 30	<a href="#">Cleaning Service</a>	Javits	<input type="checkbox"/>
October 30	<a href="#">Electrical Service</a>	Javits	<input type="checkbox"/>
October 30	<a href="#">Plumbing Service</a>	Javits	<input type="checkbox"/>
October 30	<a href="#">Telecommunications Service</a>	Javits	<input type="checkbox"/>
October 30	<a href="#">Security</a>	Javits	<input type="checkbox"/>
<b>SHIPPING</b>			
Refer to Form	<a href="#">International Freight Shipments</a>	Phoenix International	<input type="checkbox"/>
Oct 11-Nov 3	Shipments to Warehouse	Freeman	<input type="checkbox"/>
<b>VENDOR FORMS</b>			
Sept 7/Oct 20	Lead Retrieval (tiered pricing)	Maritz Global Events	<input type="checkbox"/>
November 7	Florist	Big Apple Florist	<input type="checkbox"/>
Prior to Show	Audio Visual	MetroMultiMedia	<input type="checkbox"/>
Prior to show	<a href="#">Hotel and Travel</a>	onPeak	<input type="checkbox"/>
Prior to Show	Photographer	Jenna Bascom Photography	<input type="checkbox"/>
Prior to Show	Staffing	CTI Metropolitan Staffing	<input type="checkbox"/>

All Official Service Provider Order Forms  
 are available within this  
 ICFF Exhibitor Manual  
 And on the ICFF website at  
[www.icff.com](http://www.icff.com)