

IFF

INTERNATIONAL CONTEMPORARY FURNITURE FAIR

WANTED SCHOOLS
ONBOARDING WEBINAR
2026

LIVE Q&A

FEB. 25th
2026



Image courtesy of Uniform Studio



CLAIRE PIJOULAT
Brand Director



ODILE HAINAUT
Brand Director



KEVIN BIENKOWSKI
Senior Marketing Manager



JENNIFER YARBER
Vice President of Marketing



CHRISTIE KOTULA
Brand Relations



JANICE LASSITER
Brand Relations



CHRISTIE BOYLE
Partnerships and PR



JILL HICKLE
Operations Director



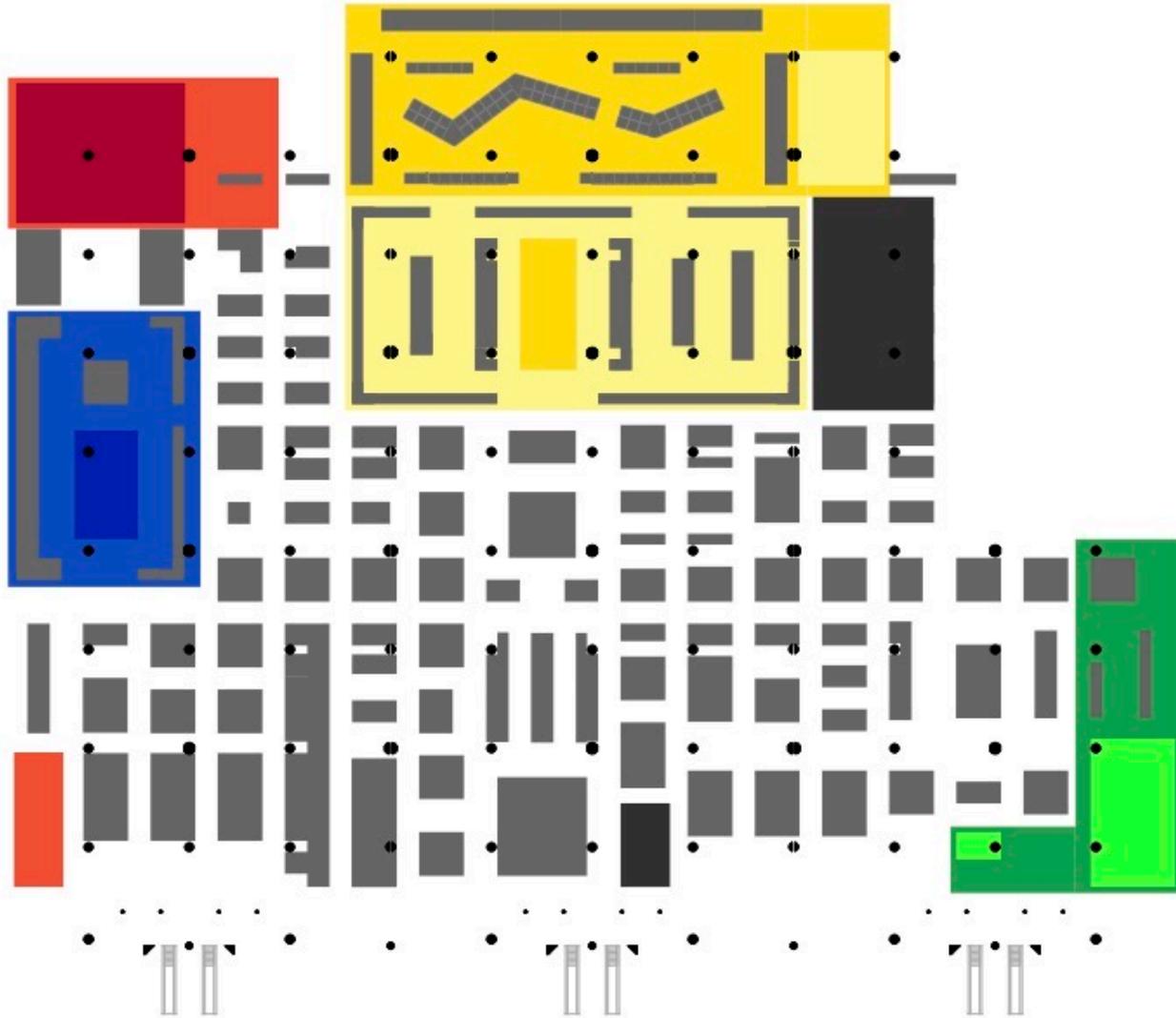
ADRIANNE WILLIAMS
Operations Coordinator



KAITIE KELLY
Conference Manager



TRACEY ROBERTS
Operations Manager







FREE MARKETING OPPORTUNITIES



ICFF 2026 Complimentary Marketing Opportunity

Submit your product images for inclusion in ICFF attendee marketing efforts and press outreach!
If you have any new products released in the last 6 months, please make note of this in your submission.

Please submit high res images that are at least **300 dpi** and **768 px wide**. No more than 5 photos at a time will be considered and please do not submit zip files.
Please make sure your photos do not have any text or logos on them.

When submitting your photos, please use the following naming convention: `CompanyName_ProductName_NumberPhoto`

****Please also provide any necessary photo credit in the space provided to describe your uploaded images.

Company Name *

Short Brand Description *

Website URL *

Check if exhibiting within Wanted

Contact Name *

Contact Email *

Country *

Instagram username (company)

LinkedIn username (company)

Tell us about your uploaded images *

Is this a product that was released in the last 6 months? *
If you are submitting multiple products, specify which products are within 6 months of release.

Please upload your hi-res photo(s). *


Drop your files here
[Browse](#)

Questions?

Marketing Questions:
Kevin Bienkowski
kevin.bienkowski@emeraldix.com

[Submit](#)

SUBMIT MATERIAL

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PRE - SHOW



Submit your booth layout by **March 31th** to receive feedback and approval from us

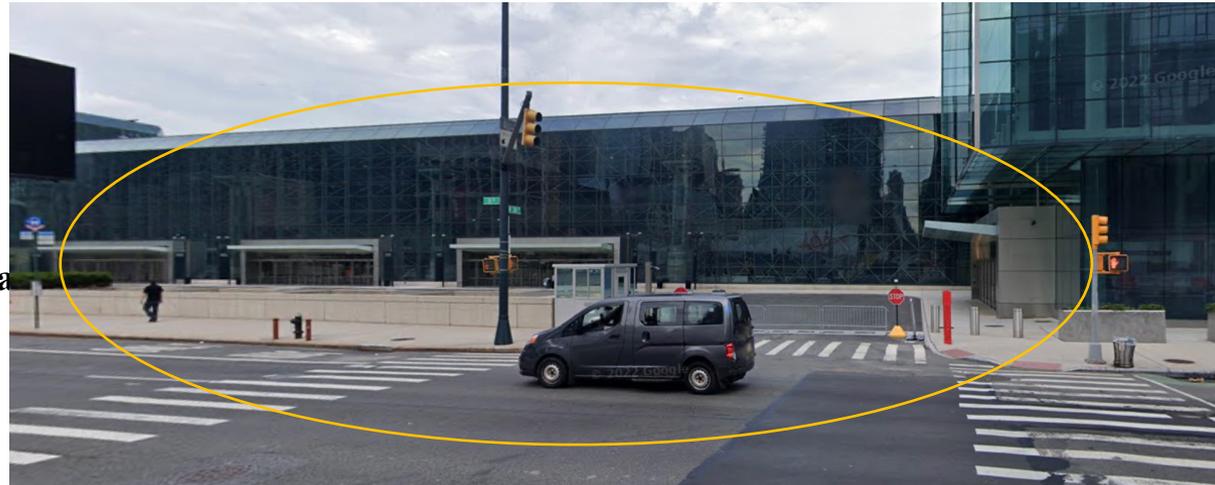
Submit your layout via link below:

[Design Schools Floor Plan Submission Form](#)

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LOADING IN / OUT

- Hand Carrying is highly recommended!
- **Please note: No equipment (such as dollies) permitted, and you must off-load from a personal vehicle (no box trucks or commercial vehicles)**





SHIPPING TO ADVANCE WAREHOUSE

For an additional fee per pound, you may ship in advance to the Freeman advance warehouse prior to May 6, 2026. Your freight will then be delivered directly to your booth. Please contact Freeman directly to ship in advance to the Freeman Warehouse.

Deadline: May 6th, 2026

Freight will be accepted starting April 15 – May 6

Warehouse Address Exhibiting Company Name / Booth #

ICFF 2026

C/O Freeman

140 Central Avenue, Ste 130, Kearny, NJ 07032

Freight Delivery Dates:

Friday, May 15 - 8:00 a.m. – 4:00 p.m.

Saturday, May 16 - 8:00 a.m. – 4:00 p.m.

Driver check-in: 6:00am – 11:00am.

-All shippers must check in during this window of time

-Any shipments arriving at the loading dock **MUST have your exhibiting name and Booth #**. If your shipper does not know this information, they will be turned away. It is advisable that you are present when your freight is delivered.

Any shipments leaving the loading dock **MUST** have material handing paperwork filled out in advance.

Outbound material and handing paperwork can be found on [Freeman's website](#).

Complete this in advance of the show!

Load Out Hours:

Tuesday, May 19 - 5:00* pm – 11:59 pm

Wednesday, May 20 - 8:00 am – 2:00 pm

No de-installation until 5:15pm on Tuesday, May 19

It is important that you stay after the show closes to fully pack your items and load them out on Tuesday night.

You may leave packed crates in the booth overnight to load out on Wednesday morning. If you carry in hand, you will need to hand carry out on Tuesday night. All freight must be picked up and removed from the venue by 2:00 pm on Wednesday, May 20, 2026. Any materials left onsite after that time will be shipped to the Freeman warehouse at the Exhibitor's expense.

Please note that union electricians will start removing show lighting fixtures on Tuesday May 19 at 5:30pm. You must remain present in your booth to move your objects if need be.

Load Out Tips

- Pack all of your items on Tuesday night after the show closes.
- Exhibitors should completely pack and load out Tuesday night unless a commercial carrier is picking up your freight.
- If you are able to store any soft pack items such as cardboard boxes or bubble wrap in your hotel during the show, please do so as “empty” return can take the full night on Tuesday night.

Empty container labels will be available at the Exhibitor Services desk. Exhibitors will need to affix "empty" labels to any crates and/or packaging that they would like stored during the fair. All previous labels must be removed from the container. Containers marked with "empty" stickers will be removed by fair personnel and brought to storage.

All crates and skids must be tagged and removed from the exhibit floor ***no later than 5:00 pm on Saturday, May 16, 2026.*** Crates without empty or access storage stickers will be tagged by the area floor managers or Freeman and removed from the exhibit hall – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

Empty containers will start to be returned **after 5:00 pm on Tuesday, May 19th.** Please note that it can take up to eight (8) hours to return all the empties. We recommend that you store any packing materials in your hotel, if possible

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SET-UP & BREAKDOWN

No power tools or ladders (unless a **two-step** ladder used by booth employees only) may be used by exhibitors at any time

For Carpentry Labor: Prices/links for booking Freeman Labor available in Exhibitor Manual

For Electrician Labor: Prices/contact info for booking Electrician Labor available in Exhibitor Manual

Deadline to book Freeman Labor: **April 18th 2025**

Print out confirmations of all labor and electrical orders in advance of the show and bring them with you!



Booth Move-In Schedule

Thursday, May 14* - 8:00 a.m. – 5:00 p.m.

Friday, May 15 - 8:00 a.m. – 5:00 p.m.

Saturday, May 16 - 8:00 a.m. – 5:00 p.m.

**Please refer to the Freeman targeted move-in map on Freeman's website [here](#)*

You should be present at your booth at all times during show hours, or send a representative to cover for you!

You must be present to receive your freight and at the time of any labor booking



For any questions on-site, come find me at the Exhibitor Services desk on the show floor!

Adrienne Williams

770-728-5812

Adrienne.Williams@emeraldx.com

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DURING THE SHOW

Coat check is available onsite

We suggest incorporating an aesthetically-pleasing and discrete box/storage item in your booth, to place your bag/personal items in.

Free WiFi is available in the lobby of The Javits Center only

To purchase booth WiFi – please use the link provided in the Exhibitor Manual



UPCOMING DEADLINES AND DATES

NEXT WEBINAR – SHOW SERVICES W/FREEMAN

MARCH 12*

**Date subject to change*

SUBMIT BOOTH LAYOUT

MARCH 31

FREEMAN DISCOUNTED ORDER DEADLINE

APRIL 17



Image Courtesy of Jenna Bascom

LIVE Q&A

EXHIBITOR RESOURCE CENTER

[VISIT](#)

WANTED EXHIBITOR SERVICES MANUAL

[DOWNLOAD](#)

FREEMAN ONLINE ORDER SITE

Order prior to April 17th to receive discounts on booth

[VISIT](#)