

# I C E F F

INTERNATIONAL CONTEMPORARY FURNITURE FAIR

WANTED LAUNCH PAD  
ONBOARDING WEBINAR  
2026

LIVE Q&A

MARCH 18th  
2026





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Brand Director



**ODILE HAINAUT**  
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Operations Director



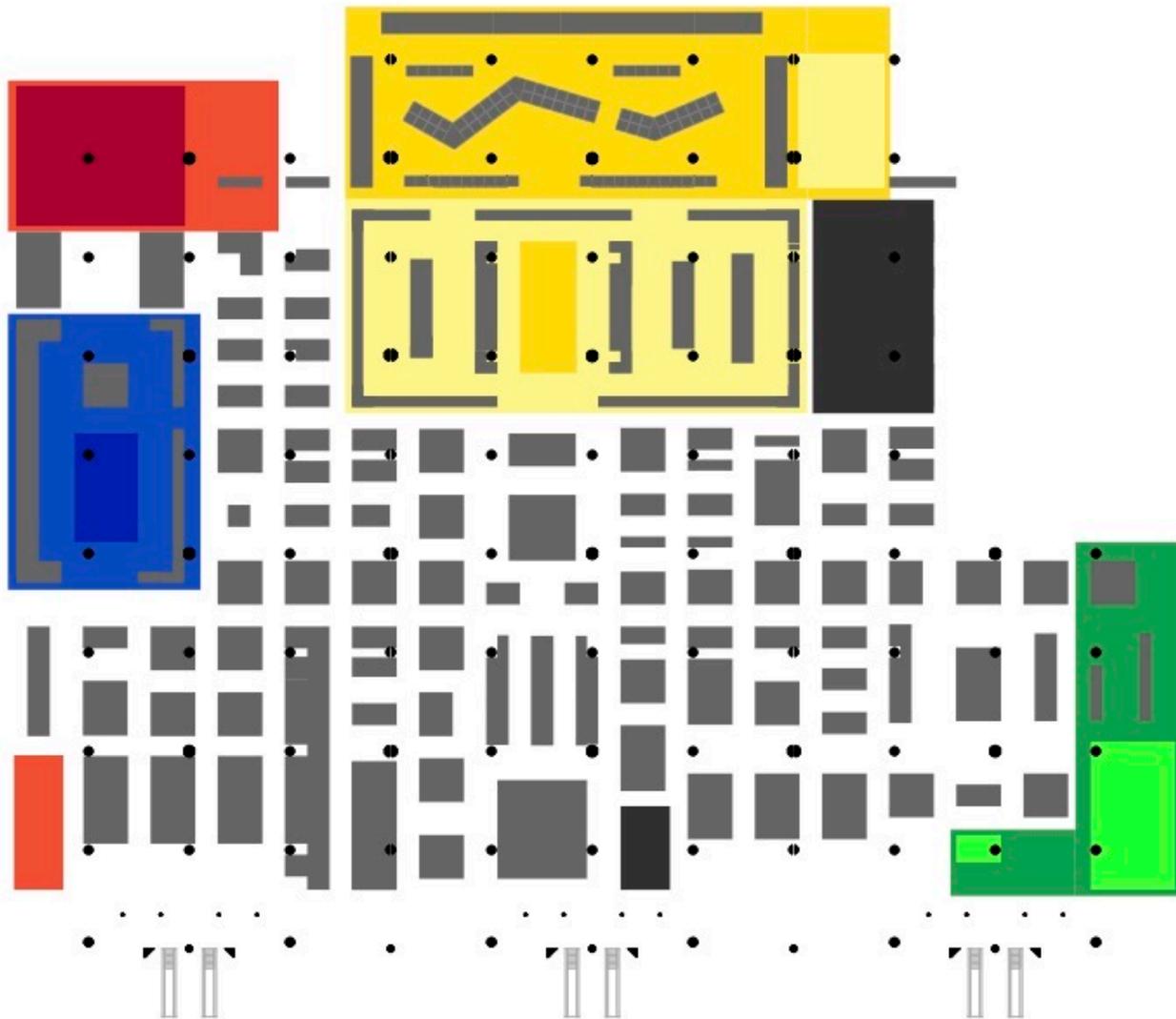
**ADRIANNE WILLIAMS**  
Operations Coordinator



**KAITIE KELLY**  
Conference Manager



**TRACEY ROBERTS**  
Operations Manager







[APPLY NOW](#)



MAY 17-19, 2026 • JAVITS CENTER, NYC

REGISTER TO ATTEND

STORIES

The Fair  Exhibit  Wanted  Design Insights  Subscribe 

# Exhibitor Resources

Important note: It was brought to our attention that some ICFF exhibitors received solicitations from unauthorized attendee list agencies and hotel vendors. As a reminder, we want to warn our customers to exercise extreme caution with respect to any and all communications received from companies claiming to be affiliated with ICFF. In addition, we have not and will not sell, rent and/or distribute our exhibitors' and attendees' contact information. Please take a look at our approved vendors below.

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BOOK VENDORS + SERVICES/VIEW EXHIBITOR KIT



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BOOK YOUR PHOTOGRAPHY



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BOOTH LAYOUT SUBMISSION FORM



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BOOTH STAFF REGISTRATION



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COMPLIMENTARY MARKETING OPPORTUNITY



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DONATION PROGRAM



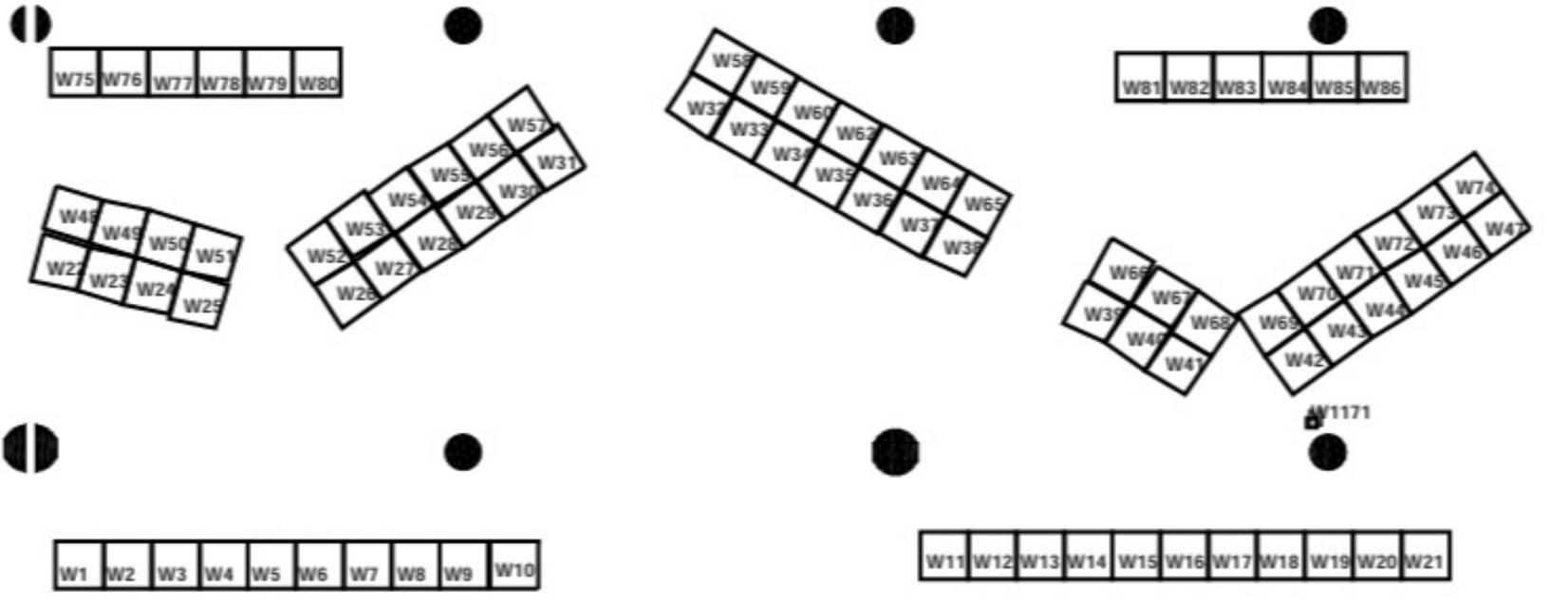
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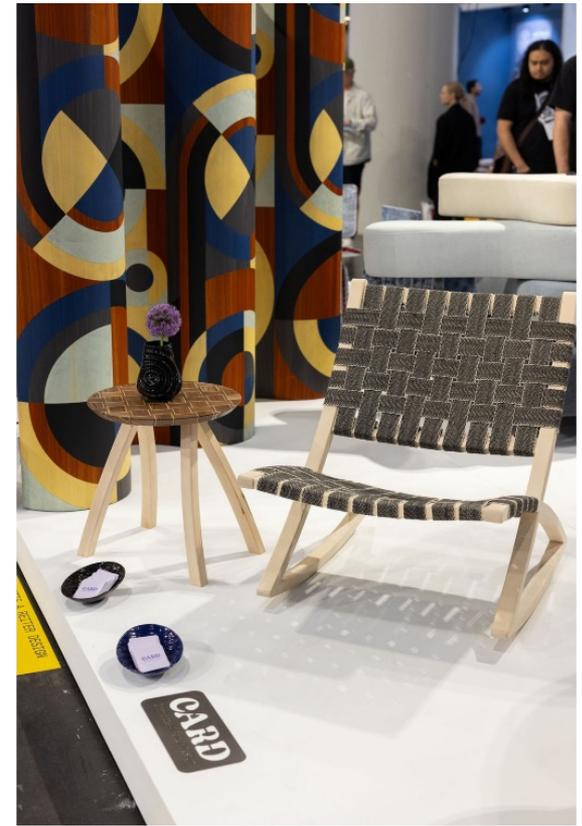
\*\*NEW\*\* EXHIBITOR DIRECTORY



**IEFF**

**PRE - SHOW**







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

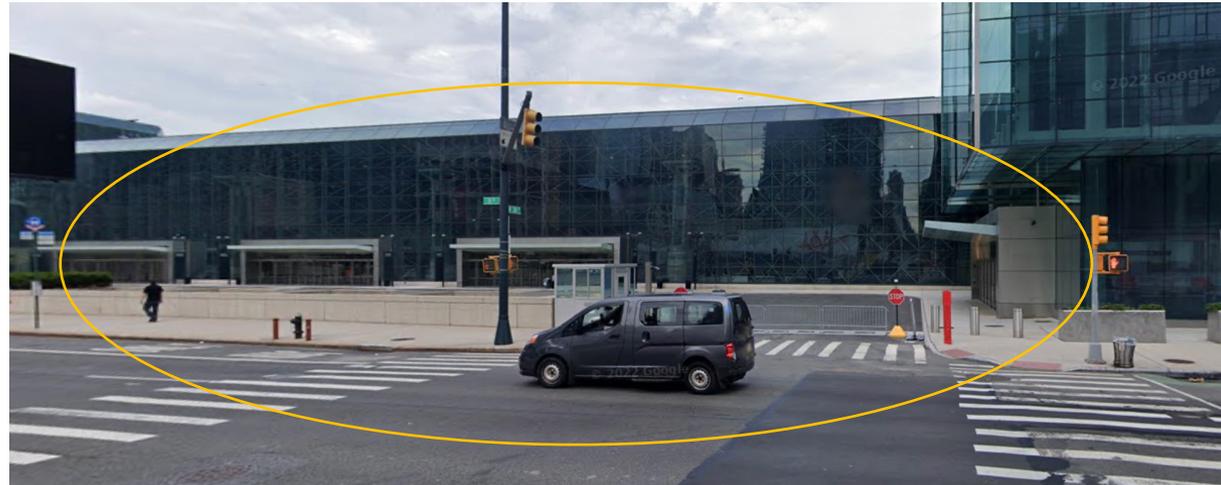
Submit your layout via link below:

[Launch Pad Layout Proposal Form](#)

**IEFF**

**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 - 5:15 pm – 11:59 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.

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 19<sup>th</sup>.** 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

**IEFF**

# 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 17th 2026**

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



WHEN TO BE AT YOUR BOOTH FOR SET-UP

## **Booth Move-In Schedule**

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](mailto:Adrienne.Williams@emeraldx.com)

**IEFF**

**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. Nothing besides your product is allowed in your exhibit space.

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

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



## UPCOMING DEADLINES AND DATES

SUBMIT BOOTH LAYOUT

MARCH 31

FREEMAN DISCOUNTED ORDER DEADLINE

APRIL 17

ELECTRICAL ORDER DEADLINE

MAY 1



LIVE Q&A



## HELPFUL LINKS

EXHIBITOR RESOURCE CENTER

[VISIT](#)

ICFF EXHIBITOR SERVICES MANUAL

[DOWNLOAD](#)

WANTED EXHIBITOR SERVICES MANUAL

[DOWNLOAD](#)

FREEMAN ONLINE ORDER SITE

Order prior to April 17th to receive discounts on booth

[VISIT](#)