



# Deadline & Dates Checklist

Summary of Key Dates:

More information can be found at the [Freeman Show Schedule](#) and the [International Restaurant and Foodservice Show Exhibitor Manual](#)

Key Deadlines	Due Dates (2023)	Check Completed
<a href="#">Update Exhibitor Listing</a>	Ongoing	
Register Your Staff Badges	Ongoing (Please check Exhibitor Portal for Availability)	
Full Exhibitor Payment (120 days out)	Due Now (email your sales manager or <a href="mailto:Mack.Nishball@clarionevents">Mack.Nishball@clarionevents</a> for details)	
<a href="#">Lead Retrieval Pre-Show Discount Deadline</a>	Early Bird Pricing – 12/15/22 Advanced Pricing – 01/26/23	
Advance Freight Receiving Starts	February 1, 2023	
<a href="#">Freeman Pre-Show Discount Deadline</a>	February 3, 2023	
<a href="#">Sampling Health and Safety Insurance Requirements</a>	February 3, 2023	
<a href="#">Food Sampling and Safety Application</a> FOR ADDITIONAL SERVICES AND OR INFORMATION PLEASE CONTACT LEVY AT <a href="mailto:SERVICES@CULTIVATEDNY.COM">SERVICES@CULTIVATEDNY.COM</a>	February 3, 2023	
<a href="#">Upload COI to Exhibitor Portal Insurance Requirements</a>	February 17, 2023	
<a href="#">Audio Visual Advanced Pricing Deadline</a>	February 17, 2023	
<a href="#">Upload COI to Exhibitor Portal Insurance Requirements</a>	February 17, 2023	
<a href="#">Javits Center JAKE Portal Discount Rate Deadline</a> (Electric, Plumbing, Mobility Services)	February 18, 2023.	
<a href="#">LOWE Rental Deadlines</a>	February 19, 2023	
Advanced Freight Deadline	February 24, 2023	
Show-site Freight Receiving Starts	March 3, 2023, 8:00AM - 5:00PM	
Show-site Freight Receiving Stops	March 7, 2023, 8:00AM - 5:00PM	
Exhibitor Move-in	March 3, 2023, 8:00AM - 5:00PM March 4, 2023, 8:00AM - 5:00PM	
Show Times	March 5, 2023, 10:00AM - 5:00PM March 6, 2023, 10:00AM - 5:00PM March 7, 2023, 10:00AM - 4:00PM	
Exhibitor Move Out	March 7, 2023, 4:00PM - 8:00PM March 8, 2023, 8:00AM - 5:00PM	