



DEADLINE & FORM CHECKLIST

RAW/OPEN SPACE EXHIBITORS

ITEM	RETURN BY	EMAIL	LINK TO FORM	REQUIRED / OPTIONAL
Raw / Open Space Exhibitors - Booth Design Inspection Form, booth plans & other health and safety documents	1/10	cyoung@cwmet.com	N/A	Compulsory RAW / OPEN SPACE

ALL EXHIBITORS

ITEM	RETURN BY	EMAIL	LINK TO FORM	REQUIRED / OPTIONAL
Copy of Insurance	12/30	newyorkbuilexpo@oliverkinrossevents.com	CLICK HERE	Compulsory All Exhibitors
Exhibitor Badges	ASAP	newyorkbuilexpo@oliverkinrossevents.com	Further information will be communicated once the exhibitor registration goes live in the E-zone.	Compulsory All Exhibitors
Exhibitor Online Profile	ASAP	newyorkbuilexpo@oliverkinrossevents.com	https://www.newyorkbuilexpo.com/ezone-login	Compulsory All Exhibitors
Advert Artwork	01/05	newyorkbuilexpo@oliverkinrossevents.com	Email directly to your Account Manager	Applicable to Exhibitors Who Purchased an Advert in the Show Preview
Additional Branding / Sponsorship Opportunities	ASAP	marketing@newyorkbuilexpo.com	Email your interest directly to your Account Manager	Optional



ALL EXHIBITORS

ITEM	RETURN BY	EMAIL/PHONE	LINK TO FORM	REQUIRED / OPTIONAL
Accommodation	ASAP	https://builddexpony.hotelplanner.com/	https://builddexpony.hotelplanner.com/	Optional
Audio Visual	ASAP	info@atd-av.com	https://www.atd-av.com/quote-request/	Optional
Catering	Advance Rate Deadline: 1/29	services@javitscenter.com	https://www.javitscenter.com/exhibit/catering/	Optional
Cleaning	Advance Rate Deadline: 1/29	services@javitscenter.com	https://www.javitscenter.com/exhibit/	Optional
Couriers / Freight / Lifting / Forklifting	ASAP	US: exhibit.transportation@freeman.com International: international.freight@freeman.com	www.freeman.com	Optional
Electrics & Lighting	Advance Rate Deadline: 1/29	services@javitscenter.com	https://www.javitscenter.com/exhibit/	Optional
Furniture	1/12	FreemanNewYorkES@freeman.com	www.freeman.com	Optional
Graphics	1/12	FreemanNewYorkES@freeman.com	www.freeman.com	Optional
Lead Capture / Data Collection	ASAP	webreg@signup-confirmation.com	https://leads-sales.customreg.net/register/fb728db e-9e15-4460-86b1-99dbc523872e	Optional
Plumbing	Advance Rate Deadline: 1/29	services@javitscenter.com	https://www.javitscenter.com/exhibit/	Optional
Technology	Advance Rate Deadline: 1/29	services@javitscenter.com	https://www.javitscenter.com/exhibit/	Optional

