



## DEADLINE & FORM CHECKLIST

### RAW/OPEN SPACE EXHIBITORS

ITEM	RETURN BY	EMAIL	LINK TO FORM	REQUIRED / OPTIONAL
Raw / Open Space Exhibitors - Booth Design rendering, booth plans & other health and safety documents if applicable.	2/7	<a href="mailto:questions@theshowhelper.com">questions@theshowhelper.com</a>	N/A	Compulsory All Exhibitors who are building a custom booth.

### ALL EXHIBITORS

ITEM	RETURN BY	EMAIL	LINK TO FORM	REQUIRED / OPTIONAL
Copy of Insurance	1/15	<a href="mailto:Sales@rainprotection.net">Sales@rainprotection.net</a>	<a href="#">N/A</a>	Compulsory All Exhibitors
Exhibitor Badges	ASAP	<a href="mailto:marketing@newyorkbuildexpo.com">marketing@newyorkbuildexpo.com</a>	Further information will be communicated once the exhibitor registration goes live in the E-zone.	Compulsory All Exhibitors
Exhibitor Online Profile	ASAP	<a href="mailto:marketing@newyorkbuildexpo.com">marketing@newyorkbuildexpo.com</a>	<a href="https://www.newyorkbuildexpo.com/ezone-login">https://www.newyorkbuildexpo.com/ezone-login</a>	Compulsory All Exhibitors
Advert Artwork	01/15	<a href="mailto:marketing@newyorkbuildexpo.com">marketing@newyorkbuildexpo.com</a>	Email directly to your Account Manager / Advert specs are listed on page 3 for reference	Applicable to Exhibitors Who Purchased an Advert in the Show Preview
Additional Branding / Sponsorship Opportunities	ASAP	<a href="mailto:marketing@newyorkbuildexpo.com">marketing@newyorkbuildexpo.com</a>	Email your interest directly to your Account Manager	Optional



## ALL EXHIBITORS

ITEM	RETURN BY	EMAIL/PHONE	LINK TO FORM	REQUIRED / OPTIONAL
Accommodation	ASAP	<a href="mailto:2025NYBUILDHOTEL">2025NYBUILDHOTEL</a>	<a href="mailto:2025NYBUILDHOTEL">2025NYBUILDHOTEL</a>	Optional
Audio Visual	ASAP	<a href="mailto:info@atd-av.com">info@atd-av.com</a>	<a href="https://www.atd-av.com/quote-request/">https://www.atd-av.com/quote-request/</a>	Optional
Catering	Advance Rate Deadline: 2/7	<a href="mailto:services@javitscenter.com">services@javitscenter.com</a>	<a href="https://www.javitscenter.com/exhibit/catering/">https://www.javitscenter.com/exhibit/catering/</a>	Optional
Cleaning	Advance Rate Deadline: 2/7	<a href="mailto:services@javitscenter.com">services@javitscenter.com</a>	<a href="https://www.javitscenter.com/exhibit/">https://www.javitscenter.com/exhibit/</a>	Optional
Couriers / Freight / Lifting / Forklifting	ASAP	<a href="mailto:info@tshipper.com">info@tshipper.com</a>	<a href="http://www.tshipper.com">www.tshipper.com</a>	Optional
Electrics & Lighting	Advance Rate Deadline: 2/7	<a href="mailto:services@javitscenter.com">services@javitscenter.com</a>	<a href="http://www.javitscenter.com/exhibit/">www.javitscenter.com/exhibit/</a>	Optional
Furniture	2/28	<a href="mailto:orders@expoeventservices.com">orders@expoeventservices.com</a>	<a href="#">EES Online Ordering</a>	Optional
Graphics	2/28	<a href="mailto:orders@expoeventservices.com">orders@expoeventservices.com</a>	<a href="#">EES Online Ordering</a>	Optional
Lead Capture / Data Collection	ASAP	N/A	<a href="https://new-york-build-2025-exhibitor.reg.buzz/support/new">https://new-york-build-2025-exhibitor.reg.buzz/support/new</a>	Optional
Plumbing	Advance Rate Deadline: 2/7	<a href="mailto:services@javitscenter.com">services@javitscenter.com</a>	<a href="https://www.javitscenter.com/exhibit/">https://www.javitscenter.com/exhibit/</a>	Optional
Technology	Advance Rate Deadline: 2/7	<a href="mailto:services@javitscenter.com">services@javitscenter.com</a>	<a href="https://www.javitscenter.com/exhibit/">https://www.javitscenter.com/exhibit/</a>	Optional



### **Advert Specs:**

Full Page Advert Dimensions: 1920 (width) px x 1080 (height) px

Half Page Advert Dimensions: 960 (width) px x 1080 (height) px

File Type: High Res JPEG/PNG file no bleed required as this is a digital guide

### **Website Banner Advert Specs:**

700px (width) x 350px (height), static banner: high quality JPEG/PNG file

### **Hanging banner Specs:**

3m Width x 1.5m Height

For more information on how to become a sponsor or if you have any questions related to a current sponsorship, please email [questions@theshowhelper.com](mailto:questions@theshowhelper.com)