



2024 DATES | Press: **March 27 & 28** | Public: **March 29-April 7**
Jacob Javits Convention Center

DEADLINES CHECKLIST

page 1 of 2, subject to change

DUE DATE

ACTION REQUIRED

SEPTEMBER 2023

September 15 Request for space due

OCTOBER 2023

Automobile Manufacturers - executed contract due within 30 days of issuance

DECEMBER 2023

December 15 Level 4/River Pavilion - 50% space deposit due
 Level 4/River Pavilion - executed contract due

JANUARY 2024

January 5 Automobile Manufacturers - space payment due in full
January 12 Floor Plans due (separate in-person meetings to be held with manufacturers February 20-21, zoom meetings February 22-23 —by appointment)
 Level 4/River Pavilion - final space deposit due
 Website links due
 Certificates of Insurance due all levels
 All exhibitors selling merchandise - Certificates of Authority due
 Additional Exhibit space form (use of aisle/wall space) due
 Website advertising due
January 29 Press Conference request form due

FEBRUARY 2024

February 14 T3 Expo warehouse begin accepting shipments
February 19 T3 Expo produced banners/signs approved artwork due

(continued)



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DUE DATE

ACTION REQUIRED

MARCH 2024

- | | |
|----------|---|
| March 1 | <input type="checkbox"/> Forms/services/orders due for T3 Advanced Deadline Rates |
| | <input type="checkbox"/> Exhibitor/Industry guest ticket form due |
| | <input type="checkbox"/> Exhibitor staff admission ticket form due |
| | <input type="checkbox"/> Show Carpeting order form due |
| | <input type="checkbox"/> Security Agency form due |
| | <input type="checkbox"/> Hotel Reservations cutoff |
| | <input type="checkbox"/> Manufacturers' hyperlink and web ad deadline |
| March 11 | <input type="checkbox"/> Advance rate ends - Javits forms due: electrical, plumbing, and telecommunications |
| | <input type="checkbox"/> KVL audio visual form due |
| | <input type="checkbox"/> Metro Multimedia equipment form due |
| | <input type="checkbox"/> Nitsche Events floral form due |
| | <input type="checkbox"/> Jeff Orlando Photography form due |
| March 13 | <input type="checkbox"/> Last day for advanced shipments at T3 Expo |
| | <input type="checkbox"/> Exhibitor produced banners/signs due to T3 Expo |
| | <input type="checkbox"/> EAC form due |
| March 22 | <input type="checkbox"/> First day for shipments accepted at Show site: Level 1 |
| March 23 | <input type="checkbox"/> First day for shipments accepted at Show site: Level 3 |

APRIL 2024

- | | |
|----------|--|
| April 8 | <input type="checkbox"/> 4:00 PM - River Pavilion move-out completed |
| April 9 | <input type="checkbox"/> 11:59 PM - Level 1 move-out completed |
| April 10 | <input type="checkbox"/> 11:00 PM - Level 3 move-out completed |

MAY 2024

- | | |
|-------|--|
| May 1 | <input type="checkbox"/> Last day to return unused Exhibitor discount tickets for credit |
|-------|--|

Meeting Room rental space for the 2024 NYIAS is based upon availability