



2026 DATES | Press: **April 1 & 2** | Public: **April 3 – 12**

Javits Center | NYC

DEADLINES CHECKLIST

subject to change

DUE DATE

ACTION REQUIRED

AUGUST 2025

Week of August 25th

- ☐ Request for Space Form Sent to Automobile Mfrs.

SEPTEMBER 2025

September 12

- ☐ Request for Space Due

September 29

- ☐ Exhibit Space Contracts & Invoices Issued

OCTOBER 2025

October 29

- ☐ Automobile Mfrs.: Signed Contract Due

NOVEMBER 2025

November 7

- ☐ Automobile Mfrs.: Signed Contract Deadline for 5% Discount
- ☐ Credit Card Payment Authorization Form Due
- ☐ Exhibitor Contacts Update Form Due

DECEMBER 2025

December 5

- ☐ Marketplace: Signed Contract & 50% Deposit Due

JANUARY 2026

January 16

- ☐ Automobile Mfrs.: Full Space Payment Due

FEBRUARY 2026

February 6

- ☐ Marketplace: Final 50% Space Deposit Due
- ☐ Certificates of Insurance Due: ALL Exhibitors – ALL Levels
- ☐ Certificates of Authority Due: ALL Exhibitors Selling Merchandise

February 13

- ☐ Exhibit Floor Plans Due *(in-person meetings to be held with manufacturers, March 2 & 3, 2026; virtual meetings to be held by appointment on March 4, 2026)*
- ☐ Meeting Room Request Form *(room rental is based upon availability and assigned on a first-come, first served basis)*
- ☐ Social Media Contact Form
- ☐ Press Conference Request Due

February 18

- ☐ T3 Expo: Warehouse Begins Accepting Shipments

February 20

- ☐ Javits Center: Service Order Advance Rate Ends & Orders Due *(for electrical, plumbing, and telecommunications)*



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February 20 (continued)

- ☐ ALL Vendor Service Order Forms Due *(Citadel Security, KVL Audiovisual, Metro Multimedia Equipment Order & Payment Info, Nitsche Event Floral, Orlando Photography, RISK Strategies On-Line Insurance Request)*
- ☐ Digital Media Opportunities Deadline
- ☐ Exhibitor/Industry Guest Ticket Order Form Due
- ☐ OEM Digital Ticket Order Form Due
- ☐ Exhibitor Staff Admission Ticket Order Form Due

February 25

- ☐ NYIAS & T3 Expo: Exhibitor Appointed Contractor(s) Form Due
- ☐ T3 Expo: Artwork Submission Deadline for Banners/Signs

NOTE: *Services pricing & availability change after above due date*

MARCH 2026

March 4

- ☐ T3 Expo: Artwork Approval Deadline for Banners/Signs
- ☐ T3 Expo: Service Orders Advance Discount Deadline

March 8

- ☐ Hotel Reservations Cut-Off

March 13

- ☐ T3 Expo: Exhibitor-Produced Banners/Signs Delivery Deadline

March 20

- ☐ T3 Expo: Last Day for Advanced Shipment Receipt at Warehouse *(without Surcharge)*

March 26

- ☐ 8:00 a.m. – Level 1: Direct Shipments to Show Site Accepted

March 27

- ☐ 8:00 a.m. – Level 3: Direct Shipments to Show Site Accepted

March 31

- ☐ All Exhibits/All Levels Must Be Set & Operational by 6 PM

APRIL 2026

April 3

- ☐ Retail Marketplace: Move-In & Exhibit Set Up by 5:00 p.m.

April 9

- ☐ Overlander Weekend (Level 1): Move-In & Exhibit Set-up

April 13

- ☐ 4:00 PM - Retail Marketplace Move-Out Completed

April 14

- ☐ 6:00 PM - Level 1 Move-Out Completed

April 15

- ☐ All Carriers MUST check-in by 12:00 p.m.
- ☐ 6:00 PM - Level 3, Halls A-D Move-Out Completed