



2027 DATES | Press: **March 24 & 25** | Public: **March 26- April 4**

Javits Center | NYC

DEADLINES CHECKLIST

subject to change

DUE DATE

ACTION REQUIRED

AUGUST 2025

Week of August 17th

- ☐ Exhibitor Space Reservation sent to Automobile Mfrs.

SEPTEMBER 2025

September 4

September 10

- ☐ Exhibitor Space Reservation Due for 5% Early Bird Discount
- ☐ Exhibit Space Contracts & Invoices Issued

OCTOBER 2025

October 9

October 15

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

NOVEMBER 2025

November 1

- ☐ Exhibitor Space Reservation Due (No Discount)

DECEMBER 2025

December 4

- ☐ Marketplace: Signed Contract & 50% Deposit Due

JANUARY 2026

January 15

January 29

- ☐ Automobile Mfrs.: Full Space Payment Due
- ☐ Certificates of Insurance Due: ALL Exhibitors – ALL Levels
- ☐ NYIAS & T3 Expo: Exhibitor Appointed Contractor(s) Form Due
- ☐ Meeting Room Request Form *(room rental is based upon availability and assigned on a first-come, first served basis)*

FEBRUARY 2026

February 3

February 5

February 17

- ☐ T3 Expo: Warehouse Begins Accepting Shipments
- ☐ Marketplace: Final 50% Space Deposit Due
- ☐ Certificates of Authority Due: ALL Exhibitors Selling Merchandise
- ☐ Exhibit Floor Plans Due *(in-person meetings to be held with manufacturers, February 16 – 18, 2027;; virtual meetings to be held by appointment on February 17 & 18.*
- ☐ Javits Center: Service Order Advance Rate Ends & Orders Due *(for electrical, plumbing, and telecommunications)*



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February 17 (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

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

MARCH 2026

March 1

- ☐ Hotel Reservations Cut-Off

March 12

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

March 20

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

March 20

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

March 23

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

March 25

- ☐ Retail Marketplace: Move-In & Exhibit Set Up (6 a.m. – 5 p.m.)

APRIL 2026

April 5

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

April 6

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

April 7

- ☐ All Carriers MUST check-in by 12:00 p.m.

- ☐ 6:00 PM - Level 3, Halls A-D Move-Out Completed