



# Money-Saving Deadlines & Important Dates

March 1 - 4, 2025 | Jacob K. Javits Center | New York, NY

To facilitate your orders in a timely manner & ensure the most discounted rates, if applicable, note the dates outlined below.

	<u>DUE DATE/ DISCOUNT CUT-OFF</u>	<u>DATE SUBMITTED</u>
<b><u>SHOW MANAGEMENT/THE TOY ASSOCIATION, INC.</u></b>		
Display Variance Request Form	December 6, 2024	<input type="checkbox"/> _____
Exhibitor Appointed Contractor Notification Form and Contractor's Certificate of Insurance	January 24, 2025	<input type="checkbox"/> _____
Helium Display Statement of Responsibility	January 24, 2025	<input type="checkbox"/> _____
<b><u>T3 EXPO</u></b>		
Turnkey Rental Booth Packages	January 20, 2025	<input type="checkbox"/> _____
Drape Booth Packages	January 20, 2025	<input type="checkbox"/> _____
Furniture & Accessories Orders	January 31, 2025	<input type="checkbox"/> _____
Carpet/Vinyl Flooring Orders	February 7, 2025	<input type="checkbox"/> _____
Cleaning Services	February 7, 2025	<input type="checkbox"/> _____
Hanging Element Services	February 7, 2025	<input type="checkbox"/> _____
Signage Orders	February 7, 2025	<input type="checkbox"/> _____
Material Handling	No deadline (See Freight Receiving below.)	<input type="checkbox"/> _____
<b><u>JACOB K. JAVITS CONVENTION CENTER SERVICES</u></b>		
Electrical Services	February 14, 2025	<input type="checkbox"/> _____
Plumbing or Helium Services	February 14, 2025	<input type="checkbox"/> _____
Telecommunications Services	February 14, 2025	<input type="checkbox"/> _____
<b><u>SERVICE CONTRACTOR FORMS</u></b>		
American Fixture & Display Corp. (Display Case Rentals)	January 31, 2025	<input type="checkbox"/> _____
NMR Staging & Events (Audio, Video & Computer Equipment)	February 17, 2025	<input type="checkbox"/> _____
<b><u>FREIGHT RECEIVING</u></b>		
Advance to T3 Expo Warehouse	February 14, 2025	<input type="checkbox"/> _____
Hanging Elements to T3 Expo Warehouse	February 14, 2025	<input type="checkbox"/> _____
Direct to the Javits Center	Refer to Target Floor Plan	<input type="checkbox"/> _____
<b><u>INTERNATIONAL FREIGHT</u></b>		
<b>Documentation must be provided to PIBL prior to freight arrival at either destination.</b>		
Ocean Freight – New York Terminal (FCL)	February 17, 2025	<input type="checkbox"/> _____
Ocean Freight – New York Terminal (LCL)	February 10, 2025	<input type="checkbox"/> _____
Air Freight – JFK or Newark Airport	February 17, 2025	<input type="checkbox"/> _____