



## PBW 2022 Exhibitor Deadlines & Checklist

### Pre-Show

**\*Complete Immediately\***

**Company Logo** – If you purchased a logo to be placed with your exhibitor profile, send your logo to Casey Altmannsberger ([casey@jdevents.com](mailto:casey@jdevents.com)).

**Advertising & Sponsorship Opportunities.** To purchase advertisements or sponsorships contact Sam Morley ([sam@jdevents.com](mailto:sam@jdevents.com), 203-307-2684) or Katie Nehmer ([katie@jdevents.com](mailto:katie@jdevents.com), 203-803-1075)

**Complimentary Marketing and Promotion Opportunities** - Look through these complimentary opportunities and plan your pre-show promotion - [Click here.](#)

### June 30, 2022

**Lead Retrieval Early Pricing Expires-** [Lead Retrieval Online Order Portal](#)

### August 1, 2022

Deadline to Update your Exhibitor Profile for the website and mobile app. Look at the [Exhibitor List](#) on our website.

An Exhibitor Profile includes company name, company url, and 50-word company description. Submit edits to Casey Altmannsberger ([casey@jdevents.com](mailto:casey@jdevents.com)).

To have your logo posted on the website and mobile app along with your exhibitor profile there is a \$300 charge.

### August 8, 2022

**Lead Retrieval Advanced Pricing Expires-** [Lead Retrieval Online Order Portal](#)

**Host Hotels - Discount Rates Expire.** Visit the [Hotel/Travel page](#) for rates and details.

**Exhibitor Insurance Due.** All exhibitors must submit insurance. [Here is what is required.](#)

**EAC Form Due.** If you are using a third party contractor (not Freeman) to set up your booth then you need to submit an [EAC Approval Form.](#)

**400sf or more Booth Rendition Due.** If you have a 400sf booth or more then submit a booth rendition to Lou Mancini ([lou@jdevents.com](mailto:lou@jdevents.com)) for approval.

**Freeman Discount Rate Expires.** Order tables, chairs, carpeting, etc. by today to receive discount pricing through [FreemanOnline.](#)

**Advanced Warehouse Opens!** You can start sending freight to Freeman's Advanced Warehouse.

### August 25, 2022

Javits Convention Center Utilities - Advance Rate Expires! If you need [power, internet, cleaning, or plumbing](#) in your booth order by today!

### August 29, 2022

**Audio/Visual Services Form Due.** Here is the order form – [Click here](#)

### August 30, 2022

**Advanced Warehouse Standard Pricing Expires!** After August 30<sup>th</sup> shipments will be accepted, however, prices will increase!

### September 6, 2022

**Register for Booth Staff / Exhibitor Badges by today!** Exhibitors receive (4) Exhibitor Badges per 10x10 booth. Booths in the Start Up Zone receive (2) Exhibitor Badges. - *Booth Staff/ Exhibitor Badge registration is currently not open. Stay tuned for updates!*

### At Show

#### Exhibitor Move-In

<b>Tuesday</b>	<b>September 6, 2022</b>	1:00 PM – 4:00 PM 20' x 20' Booths & Larger
<b>Wednesday</b>	<b>September 7, 2022</b>	8:00 AM – 4:00 PM

#### Exhibit Hours

<b>Thursday</b>	<b>September 8, 2022</b>	10:00 AM – 5:00 PM
<b>Friday</b>	<b>September 9, 2022</b>	10:00 AM – 4:00 PM

#### Exhibitor Move-Out

<b>Friday</b>	<b>September 9, 2022</b>	4:00 PM – 10:00 PM
<b>Saturday</b>	<b>September 10, 2022</b>	8:00 AM – 12:00 PM