



Exhibitor Deadline Checklist

Please reference the Exhibitor Resource Center for deadlines additions and updates.

DEADLINE ITEMS	DEADLINE DATE	COMPLETE
OnPeak Housing: Hotel Reservation Opens Make your reservation today!	OPENS July 2022	<input type="checkbox"/>
Call for Speakers Submit to be a speaker at LightFair 2023	September 15 – October 14, 2022	<input type="checkbox"/>
2nd Booth Payment (Exhibitors 2nd booth payment of 25% must be paid)	October 28, 2022	<input type="checkbox"/>
LightFair Innovation Awards: Submittal process deadline	January 2 – February 18, 2023	<input type="checkbox"/>
Registration Opens. Register Staff: Pre-Registration rates until March 31, 2023	February 1, 2023	<input type="checkbox"/>
Final Booth Payment (Exhibitors must be paid in full to register staff and access Online Exhibit Hall Passes)	February 1, 2023	<input type="checkbox"/>
CDS: Lead Management Order Form – Early Discount Deadline. (Order Form located in Online Exhibitor Services Manual) – 15% increase after this date	March 2, 2023	<input type="checkbox"/>
Registration Standard Rates Begins Register Staff: Standard Rates until May 20, 2023	March 31, 2023	<input type="checkbox"/>
OnPeak Housing: Hotel Reservation (No Name) Deadline (All Participating Hotels)	March 31, 2023	<input type="checkbox"/>
CDS: Lead Management Order Form – Advanced Discount Deadline. (Located in Online Exhibitor Services Manual) – 15% increase after this date	April 13, 2023	<input type="checkbox"/>
Online & Show Directory Profiles – Enter Company Description for Mobile App and digital Show Directory (submit online via your virtual booth and gain (1) Priority Point) Available via the Exhibitor Resource Center.	Deadline for Priority Point: April 19, 2023	<input type="checkbox"/>
Deadline for Sponsors: secure sponsorships to be featured as a sponsor in the LightFair digital Show Directory	April 19, 2023	<input type="checkbox"/>
Booth Design Deadline to LightFair Show Management: REQUIRED for all first-time exhibitors, Pavilion exhibitors and all 400 sq. ft. and larger exhibiting companies. Show Management reserves the right to request booth designs on any/all designs	April 21, 2023	<input type="checkbox"/>

FREEMAN Warehouse Freight: received from 7:00 AM – 2:30 PM, Monday - Friday (Shipping label located in Online Exhibitor Services Manual)	April 19 – May 12, 2023	<input type="checkbox"/>
Exhibitor & EAC Proof of Insurance – All Booths (located in Online Exhibitor Services Manual)	April 21, 2023	<input type="checkbox"/>
LightFair Exhibitor Appointed Contractor (EAC) Form (located in Online Exhibitor Services Manual)	April 21, 2023	<input type="checkbox"/>
International Freight Deadline (Agility International Broker) For Advanced Warehouse - Arrival of LCL ocean freight to New York Terminal	Must arrive by April 21, 2023	<input type="checkbox"/>
International Freight Deadline (Agility International Broker) For Advanced Warehouse - Arrival of FCL ocean freight to Newark, NJ Terminal	Must arrive by April 24 th , 2023	<input type="checkbox"/>
Lights Out Request Form (located in Online Exhibitor Services Manual)	April 21, 2023	<input type="checkbox"/>
FREEMAN: Deadline to receive online special pricing on show services (Freeman Furnishings and AV)	April 21, 2023	<input type="checkbox"/>
International Freight Deadline (Agility International Broker) For Advanced Warehouse - Arrival of Air Freight to New York JFK Terminal	Must arrive by May 1, 2023	<input type="checkbox"/>
FREEMAN: Target Floor Plan Date Change Request	May 1, 2023	<input type="checkbox"/>
OnPeak Housing: Hotel Reservation Cut-Off Begins (Last day to book through group block)	May 2, 2023	<input type="checkbox"/>
Javits Center: Service Order Forms Online Exhibitor Services Manual) Electrical, Water, Compressed Air, etc.	May 2, 2023	<input type="checkbox"/>
Cultivated: Catering and Booth Orders Advanced Deadline	May 2, 2023	<input type="checkbox"/>
FREEMAN: Show Site Shipping (Shipping label located Online Exhibitor Services Manual)	May 19, 2023	<input type="checkbox"/>
Exhibitor Booth Set Up Deadline: All exhibitor booths must be complete at this time	Monday, May 22, 2023, by 5:00PM	<input type="checkbox"/>