



2025 DATES | Press: **April 16 & 17** | Public: **April 18 – 27**

Javits Center | NYC

DEADLINES CHECKLIST

subject to change

DUE DATE

ACTION REQUIRED

(changes from August 2024 version indicated in red)

OCTOBER 2024

October 10

- Request for Space Due

NOVEMBER 2024

- Automobile Manufacturers: Return Executed Contract within 30 Days of Issue

JANUARY 2025

January 10

- Level 4/River Pavilion: 50% Space Deposit Due
- Level 4/River Pavilion: Return Executed Contract

January 24

- Automobile Manufacturers: Full Space Payment Due

FEBRUARY 2025

February 5

- Exhibit Floor Plans Due *(in-person meetings to be held with manufacturers, March 4 – 6, 2025; virtual meetings to be held by appointment on March 7, 2025)*

- Level 4/River Pavilion: Final Space Deposit Due

- Certificates of Insurance Due: ALL Exhibitors – ALL Levels

- Certificates of Authority Due: ALL Exhibitors Selling Merchandise

- Exhibitor Contacts Update Form Due

- Credit Card Payment Authorization Form Due

- Press Conference request form due

- Digital Media Opportunities deadline

February 28

- Meeting Room Request Form Return *(room rental is based upon availability and is assigned on a first-come, first served basis)*

MARCH 2025

March 4

- T3 Expo: Warehouse Begins Accepting Shipments

March 12

- T3 Expo: Artwork Submission Deadline

- NYIAS & T3 Expo: Exhibitor Appointed Contractor(s) Form Due

March 19

- T3 Expo Produced Banners/Signs: Approved Artwork Deadline

- T3 Expo Service Orders Advance Discount Deadline

- T3 Expo Custom Furniture Advance Discount Deadline

March 21

- Exhibitor/Industry Guest Ticket Order Form Due



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MARCH 2025 (continued)

March 21

- Hotel Reservations Cut-Off
- OEM Digital Ticket Order Form Due
- Exhibitor Staff Admission Ticket Order Form Due
- Show Carpeting Order Form Due
- Web Ad Deadline *(if applicable)*

March 25

- RISK Strategies Insurance Request Due (on-line form)**

March 28

- Citadel Security Agency Form Due**
- MetroMultimedia Equipment Order & Payment Info Forms Due**

March 31

- Javits Center Advance Rate Ends: Service Order Forms Due
(electrical, plumbing, and telecommunications)
- KVL Audio Visual Order Form Due
- Nitsche Events Floral Form Due
- Jeff Orlando Photography Form Due

APRIL 2025

April 4

- Last Day for Advanced Shipments Received at T3 Expo Warehouse without Surcharge

April 11

- Exhibitor-Produced Banners/Signs Delivered to T3 Expo

April 12

- First day Level 1 Shipments Accepted at Show Site

April 15

- First day Level 3 Shipments Accepted at Show Site

April 18

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

April 24

- River Pavilion/Level 4: Move-In & Exhibit Set Up**
- Special Events Hall (Level 1): Overlander Weekend Move-In & Exhibit Set Up**

April 28

- 4:00 PM- River Pavilion Move-Out Completed

April 29

- 11:00 PM- Level 1 Move-Out Completed
- 11:00 PM- Level 3, Halls D & E Move-Out Completed**

April 30

- 11:00 PM- Level 3, Halls A & B Move-Out Completed

NOTE: *Service(s) pricing & availability change after due dates*