



Exhibitor Essential #5

Missed previous Exhibitor Essentials? [Catch up here.](#)

Hi there,

We're counting down to Greenbuild 2026 at the Javits Center, now is the time to finalize your orders, confirm your booth details, and ensure you're up to speed on all show requirements. Read on for key deadlines and important reminders.

Missed the Virtual Exhibitor Lunch & Learn? [Watch it here.](#)

Greenbuild App – LIVE TODAY!

The Greenbuild mobile app is your key to your team's success at Greenbuild. It is the home for attendee connections, lead retrieval and the Greenbuild agenda. If you are registered for Greenbuild 2026 you will receive an email from Swapcard with the Subject: “**Greenbuild 2026 | Build your company page**” to log in and get started.

Order before the deadlines to avoid additional costs onsite

All orders can be placed through the [Sponsor & Exhibitor Manual](#). Take advantage of early-bird pricing by ordering ahead of the deadlines below:

Supplier	Earlybird Deadline	Services
OnPeak	N/A	Book Hotels for Greenbuild
Greenbuild Mandatory Exhibitor Greening Guidelines (GMEGG)	Complete ASAP	MANDATORY SURVEY
exhibitorinsurance.com	Sept 16, 2026	Exhibitor insurance. Read all insurance requirements.

Supplier	Earlybird Deadline	Services
Exhibitor Appointed Contractor	Sept 16, 2026	Intent on hiring an Exhibitor Appointed Contractor. Read important requirements.
Freeman	Sept 21, 2026	Advanced warehouse, carpeting, furniture, hardwalls, labor, material handling, booth cleaning
Metro AV	Oct 2, 2026	Audio Visual Services including Screens
Javits Convention Centre	Oct 4, 2026	Electrical, internet/WiFi

Exhibitor Checklist

We want you to feel confident and ready when you arrive onsite! Take a moment to review our [exhibitor checklist](#), it is designed to help you complete all the essential tasks ahead of time, so you can focus on what matters most: connecting with attendees and making the most of your Greenbuild experience.

Special Booth Regulations

To ensure a smooth setup, all [specials requirements](#) need written approval from the venue and show management by **September 16, 2026**. Here's what to keep in mind:

Booth 400 sq. ft or larger?

Submit your booth designs to [Holly Kilbourn](#) for show management approval.

Island booth over 12 feet high?

Structures exceeding 12 feet require fire marshal approval. Please email your booth renderings and designs to holly.kilbourn@informa.com.

Side walls in your Booth?

Review the [Booth Regulations](#) before arrival. Non-compliant side walls may need onsite adjustments or removal. Please note that full side walls are not permitted at this show.

Displaying a vehicle?

Contact [Holly Kilbourn](#) to request approval.

Planning in-booth Demos?

We love interactive exhibits! Please submit your demo plans to [Holly Kilbourn](#) for approval. [View demo requirements here](#).

Not sure if your booth complies? Reply to this email—we're here to help!

We're excited to welcome you to Greenbuild on October 20 – 23 at the Javits Center! Please use the [Sponsor & Exhibitor Manual](#) as your go-to guide!

Best wishes,

The Greenbuild Team

Holly Kilbourn, CEM (she/her)

Event Operations Manager | Buildings & Construction Group | Informa Connect



[BUILDEX Vancouver](#) - [LBMAO Buying Show](#) - [PM Springfest](#) - [BUILDEX Alberta](#) - [Greenbuild](#) - [The Buildings Show](#)

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