

NON-EXPO HOURS PASSES

DEADLINE: June 16, 2017

Exhibitors planning having to have meetings on the EXPO floor before or after scheduled show hours must complete this form and submit to NRF for approval by **June 16, 2017**. Exhibitors can pick up non-expo hour passes on-site in the Show Management Office Starting Sunday, June 25.

Entrance will **ONLY** be granted during the time indicated below. We ask that exhibitors keep this time in mind when scheduling meetings, as this is the **ONLY** permissible times that access will be granted.

Tuesday, June 27 th	3:00 pm – 4:00 pm
Wednesday, June 28 th	8:30 am – 9:30 am

Exhibitors planning on attendance of 20 or more people must hire security and the guard must be present for the duration of the event. **To avoid delays in processing the request, proof of the security order should accompany this form when submitted.**

Guest lists are required for events hosting over 20 attendees. This list will be given to security to facilitate admittance.

*Please Note: Meeting guests will still need to be registered for the conference and have the NRF Non-Expo Hours Pass to be admitted.

No one under the age of 18 is admitted onto the show floor at any time.

Exhibiting Company: _____	Booth#: _____
Onsite Contact Person: _____	
Onsite Contact Person Phone #: _____	
Email: _____	
Signature: _____	
<i>By signing this form, the Exhibitor accepts full responsibility for their Guest(s) admitted during non-show hours.</i>	
Event Date and Time: _____	
Expected Number of Guests _____	

Questions? Contact Katie Coon at 202-661-3054 or coonk@nrf.com.