

NRF | 2018

RETAIL'S BIG SHOW

MEETING ROOM & OFFSITE EVENTS REQUEST FORM

Fax completed form to 972-349-7715 no later than December 15, 2017. Contact Shannon Quinn / Amanda Bender / Betsy Young at 800-830-6743 or squinn@wyndhamjade.com / abender@wyndhamjade.com / Byoung@wyndhamjade.com

All requests for function space in an official NRF 2018: Retail's Big Show hotel must be reviewed and approved by NRF and are only permitted during the dates times listed below.

Permissible Dates and Times

Friday January 12	Saturday January 13	Sunday January 14	Monday January 15	Tuesday January 16	Wednesday January 17
All Day and Evening	All Day and Evening	Before 8:00 a.m. or After 7:00 p.m.	Before 8:00 a.m. or After 5:30 p.m.	Before 8:00 a.m. or After 5:30 p.m.	All Day and Evening

The exhibiting company, as well as Wyndham Jade, the official hotel supplier, will be notified of the status of the request once reviewed. Once approved, Wyndham Jade will confirm the approval with the hotel and all function requirements must then be coordinated directly with the hotel. NRF accepts no financial or organizational responsibility for the function. Room rental, catering, equipment, or other charges are the sole responsibility of the exhibitor.

Company Information

Exhibiting Company: _____

(you must be an exhibitor in order to request hospitality/meeting space)

Contact Person: _____ Booth Number _____

Telephone #: _____ Email: _____

Hotel Requested

- | | | |
|---|---|--|
| <input type="checkbox"/> Crowne Plaza Midtown | <input type="checkbox"/> Hilton New York | <input type="checkbox"/> Novotel |
| <input type="checkbox"/> Crowne Plaza Times Sq. Manhattan | <input type="checkbox"/> Hilton Times Square | <input type="checkbox"/> Park Central |
| <input type="checkbox"/> Doubletree Guest Suites Times Square | <input type="checkbox"/> Holiday Inn Express | <input type="checkbox"/> Renaissance |
| <input type="checkbox"/> Doubletree Times Sq. South | <input type="checkbox"/> Holiday Inn Times Sq. | <input type="checkbox"/> Sheraton New York |
| <input type="checkbox"/> Element | <input type="checkbox"/> Homewood Suites NY Midtown | <input type="checkbox"/> Staybridge Suites |
| <input type="checkbox"/> Fairfield Inn and Suites | <input type="checkbox"/> Hotel Edison | <input type="checkbox"/> The London |
| <input type="checkbox"/> Four Points Midtown-Times Sq. | <input type="checkbox"/> Hudson Hotel | <input type="checkbox"/> The Muse NYC |
| <input type="checkbox"/> Hampton Inn Times Sq. | <input type="checkbox"/> Hyatt Centric Times Sq. | <input type="checkbox"/> The Row NYC |
| <input type="checkbox"/> Hilton Garden Inn Central Pk South | <input type="checkbox"/> Ink 48 | <input type="checkbox"/> Viceroy |
| <input type="checkbox"/> Hilton Garden Inn Times Sq. | <input type="checkbox"/> Intercontinental | <input type="checkbox"/> W Times Square |
| <input type="checkbox"/> Hilton Garden Inn Times Sq. S | <input type="checkbox"/> JW Marriott Essex House | <input type="checkbox"/> Westin Times Square |
| | <input type="checkbox"/> Le Parker Meridien | <input type="checkbox"/> Wyndham New Yorker |
| | <input type="checkbox"/> Millennium Broadway | <input type="checkbox"/> Yotel |
| | <input type="checkbox"/> Marriott Marquis | |

Event Type and Logistics

Event Name: _____
 Event type: Hospitality Meeting Room Event Purpose: _____
 Event Date & Time: Fri 1/12 Sat 1/13 Sun 1/14 Mon 1/15 Tues 1/16 Wed 1/17
 Start time: _____ to _____ Number of Attendees: _____
 Required set up: _____

FOR NRF ADMIN USE ONLY: Approved by: _____ Date: _____ Sent to WJ _____