

# NRF® | 2018

## RETAIL'S BIG SHOW

### QUICK FACTS

#### SHOW DETAILS

**Location:** Jacob K. Javits Convention Center  
655 W 34th St,  
New York, NY 10001

**Conference and EXPO Hall Dates:**  
Sunday, January 14 – Tuesday, January 16, 2018

#### **EXPO Hall Hours:**

Sunday, January 14	10:30 AM – 5:00PM
Monday, January 15	9:00 AM – 5:00 PM
Tuesday, January 16	9:00 AM – 5:00 PM

#### NRF CONTACTS

##### **Exhibitor Services**

Katie Coon  
[coonk@nrf.com](mailto:coonk@nrf.com)  
202-661-3054

##### **Exhibits/Sponsorship Sales**

Tami Sakell  
[sakellt@nrf.com](mailto:sakellt@nrf.com)  
202-661-3044

##### **Membership**

[memberinfo@nrf.com](mailto:memberinfo@nrf.com)  
202-783-7971

##### **Press Conferences/Information**

Media Relations Team  
[eventpress@nrf.com](mailto:eventpress@nrf.com)  
855-NRF-PRESS

##### **Registration**

Experient  
[NRF17@experient-inc.com](mailto:NRF17@experient-inc.com)  
800-974-9069 (US & Canada)  
847-996-5898 (International)

#### SHOW GENERAL SERVICE CONTRACTOR

Freeman Decorating Company is the show general service contractor. All show order forms can be found in the exhibitor manual which will be available in the [Exhibitor Resource Center](#).

#### HOTEL INFORMATION

[Click here](#) to make your room reservations and see a full list of official BIG Show hotels. The deadline to receive the discounted room rate is **December 4, 2017**.

**\*Please note:** You may be contacted by vendors alleging to be our housing provider and/or claiming to offer lower rates. We highly recommend you use Wyndham Jade, our [official NRF Housing Company](#).

#### BOOTH PROVISIONS

Included in the price of booth space:

- 8' High back drape and 3' high side drape in show colors
- 7" x 44" Identification sign
- One complimentary exhibitor delegate badge and six complimentary booth staff badges (per 10x10)
- One booth cleaning (Saturday evening)

#### SHOW COLORS

Aisle Carpet:	Black
Back Drape	Red
Side Drape	Black

#### REGISTRATION DISCOUNT

Want to invite your retail clients to NRF 2018 at a discounted rate? Once again for 2018, NRF is offering you a chance to invite your retail clients to purchase a full conference pass, at a 20% discount\*!

You may also invite non-retail, non-exhibiting companies to attend, for a discounted expo only pass of \$1000\* (normally \$1250). There is a limit on the number of non-retail, non-exhibiting companies that may attend: 4 per non-member company and 8 per member company.

\*Use of a discount code is only valid at the time of the initial purchase/registration. Refunds will not be authorized for existing registrations where the special offer was received after the initial purchase. Limit one special offer/discount code per registration.

### **POST SHOW ATTENDEE LIST**

To gain access to the post-show attendee list, you must complete the post-show List Agreement Form located in the [Exhibitor Resource Center](#). The completed Agreement Form and a sample of what you will be sending attendees must be submitted for approval to Susan Newman at [Newmans@nrf.com](mailto:Newmans@nrf.com) or faxed to 877-534-8679.

### **2019 SPACE SELECTION**

Space selection for the 2019 show is done onsite at the 2018 show. The Rebook Room is located behind the Tech Talk Room 3 in level 3 EXPO Hall. Email notification of priority points and appointment times will be sent out approximately two weeks before the 2018 show. An authorized representative should arrive at the space selection room approximately 5 minutes before the assigned appointment.

**Please note:** A non-refundable 10% deposit must be remitted at the time space is selected and you must provide the actual credit card at time of payment.

### **MOVE-IN & DISMANTLE AND MOVE-OUT INFORMATION**

#### **MOVE-IN HOURS:**

Tuesday, January 9	8:00 PM – 5:00 PM	Targeted Exhibitors Only*
Wednesday, January 10	8:00 PM – 5:00 PM	Targeted Exhibitors Only*
Thursday, January 11	8:00 AM – 5:00 PM	Targeted Exhibitors Only*
Friday, January 12	8:00 AM – 5:00 PM	All Exhibitors
Saturday, January 13	8:00 AM – 5:00 PM	All Exhibitors

All installation must be completed by Saturday, January 13 at 5:00 PM. Installation is not permitted after 5:00 PM on Saturday.

\*Exhibitors occupying 300 sq. ft. or more, if sending materials directly to show site, must follow the move-in schedule as outlined on the color-coded Targeted Floor plan. **All exhibitor freight arriving off-target will be assessed an additional 15% material handling surcharge.** Please refer to Freeman's material handling form for rates.

\*Exhibitors occupying 300 sq. ft. or less, have the option to move-in either at the target date/time or any time 8:00 AM - 5:00 PM Friday, January 12 and Saturday, January 13.

**Please note:** All freight received on Saturday January 13 will be prevailing overtime rates. Please refer to Freeman's material handling form for rates.

For questions regarding your freight move-in date or time contact Christian Demayo at [Christian.Demayo@freemanco.com](mailto:Christian.Demayo@freemanco.com).

#### **DISMANTLE AND MOVE-OUT INFORMATION:**

\*No packing of equipment or literature, or dismantling of exhibits will be permitted prior to 5:00 PM Tuesday, January 16.

#### **All Level 1 Exhibitors (Booths 100-1299)**

##### **Booths smaller than 200 SF**

Tuesday, January 16 5:00 PM – 11:59 PM

##### **Booths larger than 200 SF**

Tuesday, January 16 5:00 PM – 11:59 PM  
Wednesday, January 17 8:00 AM – 12:00PM

**Booths smaller than 200 SF:** All booths 200 SF or smaller must be completely packed (ready to be loaded) AND have their outbound material handling agreement turned in prior to 11:59 PM on Tuesday, January 16, 2018 and carriers checked in by 8:00 AM on Wednesday, January 17, 2018.

**Booths larger than 200 SF:** Exhibitor move-out will begin at 5:00 PM on Tuesday, January 16, 2018 and continue straight through until 12:00 PM on Wednesday, January 17, 2018. Exhibitors MUST be completely packed and have all outbound material handling paperwork turned in by 12:00 PM on Wednesday, which may require working through the night on Tuesday. Please be aware that this does NOT mean you will have to incur overtime labor charges. NY Regulations allow for the first 8 hours of labor to be billed at Straight Time, no matter when they occur. Please see the Union Regulations portion of the Exhibitor Manual for more information.

Carriers must be checked in by 12:00pm Wednesday, January 17, 2018. Freeman will guarantee straight time rates on outbound material handling charges provided carriers are checked in on time and all materials are packed up (ready to be loaded) AND material handling agreements are turned in to Freeman by 12:00pm on Wednesday, January 17, 2018.

Please note that for booths larger than 200 SF that are not packed up, carriers checked in, and/or material handling agreements turned in after 12:00 PM on Wednesday, an additional material handling surcharge of 15% will be assessed. Outbound material handling agreements turned in after 7:00 PM on Wednesday for booths larger than 200 SF will incur a 25% material handling surcharge.

### All Level 3 Exhibitors (Booths 1300- 4599)

#### Booths smaller than 200 SF

Tuesday, January 16	5:00 PM – 11:59 PM
Wednesday, January 17	8:00 AM – 12:00 PM

#### Booths larger than 200 SF

Tuesday, January 16	5:00 PM – 11:59 PM
Wednesday, January 17	8:00 AM – 5:00 PM
Thursday, January 18	8:00 AM – 12:00 PM

**Booths smaller than 200 SF:** Exhibitor move-out will begin at 5:00 PM on Tuesday, January 16, 2018 and continue straight through until 12:00 PM Wednesday, January 17, 2018. Exhibitors MUST be completely packed and have all outbound material handling paperwork turned in by 12:00 PM on Wednesday, which may require working through the night on Tuesday. Please be aware that this does NOT mean you will have to incur overtime labor charges. NY Regulations allow for the first 8 hours of labor to be billed at Straight Time, no matter when they occur. Please see the Union Regulations portion of the Exhibitor Manual for more information.

Carriers must be checked in by 12:00 PM Wednesday, January 17, 2018. Freeman will guarantee straight time rates on outbound material handling charges provided carriers are checked in on time and all materials are packed up (ready to be loaded) AND material handling agreements are turned in to Freeman by 12:00 PM on Wednesday, January 17, 2018.

**Booths larger than 200 SF:** Exhibitor move-out will begin at 5:00 PM on Tuesday, January 16, 2018 and continue straight through until 12:00 PM on Thursday, January 18, 2018. Exhibitors MUST be completely packed and have all outbound material handling paperwork turned in by 12:00 PM on Thursday, which may require working through the night on Tuesday and Wednesday. Please be aware that this does NOT mean you will have to incur overtime labor charges. NY Regulations allow for the first 8 hours of labor to be billed at Straight Time, no matter when they occur. Please see the Union Regulations portion of the Exhibitor Manual for more information.

Carriers must be checked in by 12:00pm Thursday, January 18, 2018. Freeman will guarantee straight time rates on outbound material handling charges provided carriers are checked in on time and all materials are packed up (ready to be loaded) AND material handling agreements are turned in to Freeman by 12:00pm on Thursday, January 18, 2018.

Please note that for booths larger than 200 SF that are not packed up, carriers checked in, and/or material handling agreements turned in after 12:00 PM on Thursday, an additional material handling surcharge of 15% will be assessed. Outbound material handling agreements turned in after 7:00 PM on Thursday for booths larger than 200 SF will incur a 25% material handling surcharge.