

# NRF<sup>®</sup> | 2018

## RETAIL'S BIG SHOW

### REGISTRATION

#### **EXHIBITOR REGISTRATION HOURS**

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Badges may be picked up at the Jacob Javits Center and three satellite hotel locations: Marriott Marquis, Sheraton New York and the 3<sup>rd</sup> location is TBD.

For security reasons, each registrant must pick up their own registration badge and provide a valid photo ID. You may not pick up a colleague's badge or badges for your group.

#### **COMPLIMENTARY BADGE ALLOTMENT**

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**Exhibitor Booth Staff – Six (6) per 10x10 booth space rented.** Exhibitor staff badges are for the exclusive use of exhibit booth staff. These badges allow access to the exhibit hall during installation, show hours, and dismantling. Exhibitor booth staff badges provide access to activities on the EXPO floor ONLY. Company personnel requiring admittance to the sessions in addition to, or rather than staffing the booth, must register as exhibitor delegate participants by using the allotted complimentary full conference registration or paying the appropriate delegate registration fee.

Additional Exhibitor Booth Staff badges may be purchased for **\$300.00/each**.

#### **Exhibitor Delegate - One (1) per 10x10 booth space rented**

Exhibitor delegate badges allow access to full conference activities. Exhibitors wearing these badges will gain admittance to all sessions. In addition, the exhibitor delegate badges permit access to the exhibit hall during installation, show hours, and dismantling.

Additional Exhibitor Delegate badges may be purchased for **\$1000.00/each**.

**NOTE:** Individuals can only have one badge type. NRF does not allow exhibitors to have more than one badge per person. Sharing of badges is **NOT** allowed. Badges are for exhibiting company personnel only.

#### **LOST BADGES**

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Lost or stolen badges are subject to a reprint fee that is equal to 100% of the original fees paid. Replacement fees are non-refundable.

#### **REGISTER ON-LINE AND MANAGE YOUR ALLOTMENT**

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The NRF 2018 on-line exhibitor registration allows exhibitors to control the registration process and ensure that badge requests are processed accurately.

Log-in to the [Exhibitor Resource Center](#) using the password you have been given. If you have lost or forgotten your password, there is a link on this page to recover your password. Once logged-in, locate the **Exhibitor Registration** link to begin registering staff.

On-line registration will allow exhibitors to add, modify, delete, substitute, and purchase additional registrations. To help you navigate the exhibitor registration portal, Experient has recorded a webinar. You can view and listen to this detailed, step-by-step how to video in your [Exhibitor Resource Center](#).

For questions regarding exhibitor registration, please contact our registration company, Experient at [NRF18@experient-inc.com](mailto:NRF18@experient-inc.com) or 800-974-9069, 847-996-5898.

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### **INVITE YOUR RETAIL CLIENTS TO BIG SHOW**

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Want to invite your retail clients to the BIG Show, at a discounted rate? 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.

### **BADGE POLICY**

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The *Company Name* on the badge will be printed exactly as the company name appears on your contract. NRF will not allow any variations of your company name to appear on the badge. Badges must be worn at all times and are not to be obscured by business cards or other items. Badges are not interchangeable and are only to be used by the person to whom they are issued. Badges remain the property of NRF and must be relinquished upon request from NRF Show Management or security personnel. Badges may not be shared.

### **CANCELLATIONS**

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Registrations will automatically be cancelled for any exhibitor who cancels booth space. If you wish to cancel additional paid registrations (those registrations that required payment as a result of exceeding the number of allotted complimentary registrations), cancellations must be received in writing by December 15, 2017. Refunds will not be issued for cancellations made after December 15, 2017.