

NON-EXPO HOURS PASSES

Exhibitors planning an event or meeting on the EXPO floor before or after scheduled show hours must complete this form and submit to Williana Parker at NRF (parkerw@nrf.com) for approval by **January 4, 2019**. Exhibitors will be notified of the time and location of where passes can be obtained on-site. In addition to a non-expo hours pass, all guests must also be registered for NRF 2019, and must display their badge in order to enter the EXPO hall.

- Entrance will 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 time that access will be granted.
 - Sunday, January 13 4:30pm – 5:30pm
 - Monday, January 14 7:00am - 8:00am and 5:00pm – 6:00pm
 - Tuesday, January 15 8:00am - 9:00am
- Exhibitors planning an attendance of 20 or more people, including booth staff, must hire security to 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 should be submitted to Williana Parker and will be given to security to facilitate admittance. Passes will still be required, and all guests must also be registered for NRF 2019, and must display their badge in order to enter the EXPO hall.
- No one under the age of 18 is admitted onto the show floor at any time.
- NRF does not have the ability to watch children under the age of 18. Please do not bring children to the Jacob Javits Convention Center; even during booth set-up hours.

Exhibiting Company: _____ Booth#: _____
Contact Person: _____ Phone#: _____
Email: _____

Signature: _____
By signing this form, the Exhibitor accepts full responsibility for the Guest(s) admitted during non-show hours.

Event Date and Time: _____ Expected Number of Guests _____