

IMPORTANT DEADLINES

Contact vendors directly with questions concerning services, deadlines and/or forms.

DUE DATE	SERVICE FORMS	VENDOR
APRIL		
April 10	<ul style="list-style-type: none"> • Program Guide Giveaway Listing Submission Form • Program Guide New Products Submission Form • Exhibitor Product Categories selected in ERC • Branding Package logo due to Dana Dressel – dresseld@nrf.com (if applicable) 	NRF
April 12	Island Booth Layout Due to Katie Coon – coonk@nrf.com (this only applies to exhibitors with island booths)	NRF
MAY		
May 1	Lead Retrieval Equipment Orders Due (Pre-Show/Discounted Rates)	Experient
May 22	<ul style="list-style-type: none"> • Accessible Storage • Audio Visual & Computer Equipment • Catering Orders Due • Cleaning Services • Custom Furniture • EAC Requirements – (if applicable) • Exhibitor Data • Exhibitor Supervised Labor • Floral • Furniture & Accessories • Lift Equipment & Labor • Material Handling Rates • Modular Rental Exhibits and Accessories • Network & Telecommunications Services • Order Summary • Payment Options • Security Orders – Coming Soon • Shipping Data • Signs • Suspended Sign Labor/Assembly • TEG Supervised Labor Carpet • Terms & Conditions • Third Party Authorization • Utility Services – Electrical, Water Services 	The Expo Group
May 22	Advance Shipments begin arriving at Warehouse	The Expo Group
May 30	Advance Warehouse closed for Memorial Day	The Expo Group

NRF PROTECT

PEOPLE. ASSETS. BRANDS.

Loss Prevention Conference: June 26-28, 2017
EXPO: June 27-28, 2017 | NRFPROTECT.COM
Gaylord National Harbor | Washington, D.C.

May 25	Off-Site Event & Meeting Request Form Due	Wyndham Jade
TBD	Security Orders Due (Discounted Rate)	Coming Soon
JUNE		
June 4	Hotel Reservations Deadline - Discounted Rate Deadline	Wyndham Jade
June 16	Non-EXPO Hall Hour Pass Requests Due	NRF
June 21	Final Date Advance Shipments Accepted at Warehouse	The Expo Group
June 25 – June 28	Direct Shipments to Show Site will be Accepted	The Expo Group
JULY		
July 17	Submit Post-Show Attendee List Usage Agreement Form	NRF