



NRF[®] PROTECT

RETAIL'S LOSS PREVENTION AND CYBER RISK EVENT
JUNE 11-13, 2019 > ANAHEIM, CA

EXHIBITOR CHECKLIST

(All order forms can be found online in the exhibitor manual)

April	
Submit Island Booth Layout & Structure to Anna Fasano at (anna_fassano@afassanoco.com) (Applies to exhibitors with island booths only)	April 15
Lead Retrieval Equipment - Discounted Rate Deadline	April 17
May	
Exhibitor Product Categories selected in Exhibitor Resource Center	May 7
Advance Warehouse Shipments Accepted	
<p>ALL booth services are due. Please see full list below:</p> <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 • Shipping Data • Signs • Suspended Sign Labor/Assembly • TEG Supervised Labor Carpet • Terms & Conditions • Third Party Authorization 	
Utility Services – Electrical, Water Services	May 28 – June 7
Off-Site Event & Meeting Requests Due (Only needed if you are having a meeting at an official show hotel)	
Hotel Reservations - Discounted Rate Deadline Registration	April 26
Security Order Form Due	May 27
June	
Non-EXPO Hour Admittance Requests Due	June 1
Advanced Shipments Are Accepted Until	June 7
Direct to Show-Site Shipments Are Accepted	June 10-11
July	
Submit Post-Show Attendee List Usage Agreement Form	July 13