

NON-EXPO HOURS PASSES

Exhibitors planning to have meetings and/or events on the EXPO floor before or after scheduled show hours must complete this form and submit to NRF for approval by **September 8, 2017**. Exhibitors can pick up "Non-Expo Hour Passes" on-site in the Show Management Office.

- Entrance will **ONLY** be granted during the times indicated below. Please keep these times in mind when scheduling meetings and/or events, as these are the **ONLY** permissible times when access will be granted.
 - Tuesday, September 26th 5:30pm - 6:30pm
 - Wednesday, September 27th 8:00am – 9:00am
- Exhibitors who expect attendance of 20 or more people (including booth staff), must hire their own 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.** Additionally, guest lists are required for events of 20 or more people. This list will be given to security to facilitate admittance.
- No one under the age of 18 is allowed on the show floor at any time.

Exhibiting Company: _____	Booth#: _____
Contact Person: _____	Phone#: _____
Email: _____	
Signature: _____	
<i>By signing this form, the Exhibitor accepts full responsibility for the guest(s) admitted during non-show hours.</i>	
DATE AND TIME REQUESTING	
<input type="checkbox"/> Tuesday, September 26th, 5:30pm - 6:30pm	
<input type="checkbox"/> Wednesday, September 27th, 8:00am – 9:00am	
Number of Staff Present During Event Time _____	
Expected Number of Guests During Event Time _____	

Contact Katie Coon at 202.661.3054 or coonk@nrf.com with any questions.