

OFF-SITE EVENT & MEETING REQUEST

DEADLINE: December 27, 2019

Fax completed form to 972-349-7675, or email to contacts below, and for any questions please contact:

Amanda Bender 972-349-7327/ amanda.bender@mci-group.com

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All requests for function space in an official hotel must be reviewed and approved by NRF and are permitted during the dates and times listed below.

Permissible Dates & Times

<i>Events & Meetings</i>	Saturday 1/11	Sunday 1/12	Monday 1/13	Tuesday 1/14
	Before 4:30pm Or After 8:00pm	Before 8:00am or After 5:30pm	Before 8:00am or After 5:30pm	Before 8:00am or After 4:30pm

The exhibiting company, as well as MCI, the official hotel supplier, will be notified of the status of the request once reviewed. Once approved, MCI will confirm the approval with the hotel and all function requirements must be then be coordinated directly with the hotel. NRF accepts no financial or organizational responsibility for the function. Room rental, catering, equipment or other charges are the sole responsibility of the exhibitor.

COMPANY INFORMATION (You MUST be an exhibitor to request meeting space)

Exhibiting Company: _____ Booth Number: _____

Contact Person: _____ Phone Number: _____

Email: _____

HOTEL/FACILITY REQUESTED: _____

EVENT TYPE & LOGISTICS

<input type="checkbox"/> Sleeping Room w/ Hospitality Suite	<input type="checkbox"/> Meeting Room		
Event Day & Time:	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday

Private Event (Do Not Post/Publish) Event Type: _____

Event Time: _____ Until: _____ Required Setup Time: _____

Estimated Number of Attendees: _____

FOR NRF ADMINISTRATIVE USE ONLY	
Approved By:	_____
Date:	_____
Sent to MCI:	_____