

## Exhibitor Newsletter: July Issue

### BOOTH RULES & REGULATIONS

Be sure to review the booth [rules and regulations](#) for Big Show 2020 and share the details with your appointed contractor if applicable.

**Island booth schematics must be submitted by September 30, 2019.** All variance requests must be made in writing and sent via email to [Anna Fassano](#) on or before the submission deadline. Be sure to submit all the necessary details as outlined in the [rules and regulations](#) document.

### EXHIBITOR SCHEDULE

#### Move-in

DATE	EXPO HALL	TIMES
Tuesday, January 7	3A-E #	8 am – 5 pm
Wednesday, January 8	3A-E #	8 am – 5 pm
Thursday, January 9	1A-C & 3A-E #	8 am – 5 pm
Friday, January 10	1A-C & 3A-E	8 am – 5 pm
Saturday, January 11	1A-C & 3A-E, River Pavilion	8 am – 9 pm

# = select companies only – more details to be provided at later date.

Note: Anyone needing access to the EXPO hall prior to registration opening must pick-up a wristband to gain entrance (companies without an insurance certificate on file will be denied access to the hall).

#### EXPO Hours

DATE	TIMES
Sunday, January 12	10 am – 5 pm
Monday, January 13	9 am – 5 pm
Tuesday, January 14	9 am – 4 pm

Note: [Click here](#) for Full Meeting Agenda

#### Move-out

DATE	TIMES
Tuesday, January 14	4 pm – 11:59 pm
Wednesday, January 15	8 am – 12:00 pm *

\* Exhibitors in Halls 3A-C may be given additional move-out time depending on booth size.

### EXHIBITOR RESOURCE CENTER (ERC)

The ERC is scheduled to go **live at the end of August** and will include all the necessary forms and details for the EXPO at Big Show 2020. A separate email will go to the primary contact on file for your company with the URL and company password details.

## **NRF EXHIBITS TEAM**

### **Sales**

[Tami Sakell](#), Senior Director of Exhibit Sales  
202-661-3044

### **Exhibit Operations**

[Gwynn Breckenridge](#), Senior Director of Exhibit Operations  
202-661-3054

[Williana Parker](#), Exhibit Operations Coordinator  
202-626-8164

### **Sponsorship Operations**

[Monica Stewart](#), Director of Sponsorships  
202-661-3040

### **Booth Regulations**

[Anna Fassano](#)

### **Certificates of Insurance**

[Karen Kimakovich](#)