

How to Register an International Retail Team

We are delighted that you and your International Retail Team will be joining us!
The following guidelines will help you with the registration process:

- You will need at least 10 paid international RETAIL registrants to qualify as an International RETAIL Team and receive the International Retail Team rate. The cost is \$1,000 per person. All registrations must be complete and paid for by **January 3, 2020**.
- NRF will offer to the **International Retail Teams; 1 (one) complimentary registration for every 10 fully-paid conference retailer registrations** (pay for 10 and the 11th will be free). In order to qualify for the complimentary registration, the entire group must stay an NRF Sponsored Hotel and book within the NRF block.
- **Wire transfer payment for all your delegates must be paid in full no later than December 27, 2019.** Payment with major credit cards can be done online. For cash payments, an appointment must be requested to pay onsite. Checks from non- US banks are not a valid method of payment.
- Each individual International RETAIL Team registration is required to provide a unique business email address during the registration process (i.e. an identical email address may NOT be used for multiple registrations). Each individual International RETAIL Team registration is required to identify their employer as a RETAILER.
- Please send the following information to **Susan at cuevass@nrf.com** so that a registration account can be set up for your group: Company/Organization Name, Complete Street Address, City, State, Country, Telephone, International RETAIL Team Leader, Team Leader Email, and Team Leader Telephone.
- Once this information is received, a password and log-in will be sent to the RETAIL Team leader. From there, you can access your account and register your International RETAIL Team - you do not have to register them all at once. Registration fees for all your retail team must be paid in full **no later than January 3, 2020**.
- All cancelations MUST be requested by **December 19, 2019** in order to get a refund.