

STEP 1 – Access your Registration Dashboard

Staff Registration

Hotel Booking
Expo Pass: 6
All Access Pass: 2
Compl. Retailer Invitation: 3

Register your staff →

Once you are logged into the [Exhibitor Resource Center \(ERC\)](#), click the “Register your staff >>” button in the “Staff Registration” widget.

If this is your first time accessing the Registration Dashboard, please verify your contact details.

Contact Details

Dashboard

Please complete the following fields to verify the contact profile. Once complete, your booth allotments will be visible on the Dashboard and you can proceed in registering exhibit staff.

IMPORTANT: If you update the contact listed below and the contact has an active registration in your Group Summary, the active registration will be overwritten with the new Group Contact's details.

* indicates required fields.

* First Name	* Last Name
Floriane	Combelles
* Job Title	* Company
Customers Relations Officer	NRF Europe

Review the contact information for accuracy and edit as needed. Click “Save” at the bottom of the page to proceed.

If needed, the contact details can be changed after verification. However, please be cautious when updating because this will overwrite any active registrations for the previous contact.

The contact that is listed here will be able to receive copies of other staff registration confirmations. Verifying this contact information does not register them for the event.

STEP 2 – Register Your Staff

Manage Booth Staff			Add/Edit Staff >
Completed	Incomplete	Due	
1	1	275.00 €	
Registration Type(s)	Allotment Total	Total Registered	Allotment Available
Exhibitor Booth Staff, Expo Pass (Comp.)	6	1	5
Exhibitor, All-Access Pass (Comp.)	2	0	2
Additional Staff Badge Pricing			

Manage Booth Staff

The Manage Booth Staff section allows you to add and edit your team's registrations.

From the homepage you can view your current badge allotment details.

In this example, NRF has 2 Full Conference and 1 Expo Only passes still available. There is only 1 Total Registered for Expo because there have yet to be any completed All Access pass registrations.

Group Summary

Booth Staff

[Dashboard](#)

▶ Add New

▶ Import from a list

▶ Exhibitor Staff Registration Link (if they should register themselves)

▶ Export to a list

▶ Filter/Search

Choose from the 3 different registration options:

1. Add New – Manually register an individual.
2. Import from a list – Upload a spreadsheet to register multiple registrants at once.
 - a. Download the template to begin populating your staff and follow the exact formatting. Use the drop-down menus when applicable. If copying from another source, only paste in plain text. Alternative text formatting may cause errors.
3. Exhibitor Staff Registration Link
 - a. Complimentary Link – Allows your staff to register themselves and select a badge from your COMPLIMENTARY allotment of passes.
 - b. Paid Link – Allows your staff to register themselves and select a badge from the PAID options. Payment will be required to complete the registration.

STEP 3 – Send Registration Confirmations

Manage Group

Results Total: 2

[Send All Confirmations](#)☒ Include Contact

Note: If you would like to send a confirmation to a specific individual only, you can expand their details below and click the send confirmation button for that person.

Edit	First Name	Last Name	Company	Registration	Payment Notification
1288	Floriane	Combelles	NRF Europe	Registration Completed	
1477	Ines	EL BIGDI	NRF Europe	Registration In Progress	View Balance Due Letter

Below the registration methods, you will see the current list of registered staff. The green “Registration Completed” marker indicates that the individual have been successfully registered for the event. The yellow “Registration in Progress” marker indicates that the registration is still in progress/incomplete and that individual needs to complete their registration in order to be registered.

Please note that all registrations are final. Once submitted, orders cannot be cancelled or refunded, in whole or in part. For questions regarding cancellations or registrations, please contact the exhibitor team at exhibitor.nrfeurope@comexposium.com.

Registrations can be edited at any time prior to their badge being printed onsite by clicking on the Registration ID next to the registrant’s name.

Click the “Send All Confirmations” button to send a confirmation email to all registered staff listed. Otherwise, you can send individual confirmations by clicking the Registration ID next to their name.

Badge Allotment, Cost, and Type Breakdown

Booth Type	sq.m	Number of Expo Passes	Number of All-Access Passes
Shell Scheme	9	4	1
	18	8	1
	27	12	1
Raw Space	36	15	2
	45	20	2
	54	25	3
	63	30	3
	72	35	3
	81	35	4
	90	40	4
Startup Hub	6	3	1
Innovators Showcase	9	4	1

Exhibitor Expo Pass are for the exclusive use of exhibitor booth staff. These badges allow access to the exhibit hall during move-in, show hours and move-out. Exhibitor booth staff badges provide access to the Expo during regular Expo hours including Exhibitor Big Ideas sessions, Startup Hub, the NRF Innovators Showcase and the After Retail Party. Company personnel requiring admittance to the sessions in addition to, or rather than staffing the booth, must register as exhibitor delegate participants by using the allotted complimentary full conference registration or paying the appropriate delegate registration fee.

Exhibitor All-Access Pass include all Keynotes and BreakOut sessions, Exhibitor Big Ideas sessions, the Expo floor, Startup Hub, the NRF Innovators Showcase and the After Retail Party. Exhibitors wearing these badges will gain admittance to all sessions. In addition, the exhibitor delegate badges permit access to the exhibit hall during move-in, show hours and move-out.

Additional Exhibitor Expo Only badges and Exhibitor Full Conference badges may be purchased at the following tiered rates:

Booth Staff Expo Pass:	Delegate All-Access Pass:
Tier 1, up to 10 Badges - 275€/each	Tier 1, up to 10 Badges - 900€/each
Tier 2, 11-50 maximum Badges - 440€/each	Tier 2, 11-50 maximum Badges - 1080€/each

EXTRAS

Lead Retrieval (Badge Scanning)

Dashboard

Welcome to your Exhibitor Dashboard for NRF 2026: Retail's Big Show Europe. From here you may register/manage your staff, review financials, order lead retrieval, and manage your attendee invites.

Manage Booth Staff [Add/Edit Staff >](#)

Completed	Incomplete	Due
1	1	275.00 €

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► Additional Staff Badge Pricing

Order Lead Retrieval Now >

Group Financial Summary

Group Total	275.00 €
Payments	0.00 €
Balance Due	275.00 €

Pay Now

Update the Contact Profile [Edit >](#)
Floriane Combelles

This will direct you to the Maritz website where you can place an order for badge scanning.