



# First Time Exhibitors Webinar

Conference: October 8-10, 2024

Exhibit Hall: October 8-9, 2024



# TODAY'S AGENDA ITEMS



**WHERE  
YOU  
BELONG**

- Welcome and Introduction
- Important Information
- Exhibitor Console
- Exhibitor Hub
- Exhibitor Schedule
- Designing your First Trade Show Booth
- Tips for First Time Exhibitors
- Questions & Answers



# YOUR HOSTS



- **Ruth Wheeler, Exhibits and Sponsorships**
- Works remotely from California
- [rwheeler@nrpa.org](mailto:rwheeler@nrpa.org)
- 703-858-2178



- **Joanna Walling, Show Floor Logistics Manager**
- Works remotely from Florida
- [jwalling@nrpa.org](mailto:jwalling@nrpa.org)
- 321-446-4922



# SCHEDULE AND LINKS



## **Exhibit Hall Open:**

October 8-9, 2024

## **Move In Hours:**

Sunday, October 6  
8:00 am – 4:30 pm  
Monday, October 7  
8:00 am – 7:30 pm

## **Show Hours:**

Tues., October 8, 10:30 am – 4:30pm  
(exclusive hours 10:30 am – 1:00pm)  
Wed., October 9, 10:30 am – 3:00 pm  
(exclusive hours 10:30 am – 1:00pm)

## **Move Out Hours**

Wed., October 9, 3:00 pm – 9:00pm  
Thurs., October 10, 8:00 am – 4:30 pm

## **Show Website**

<https://conference.nrpa.org/exhibitors/>

## **Registration**

## **Conference Registration and Housing Reservations**

Advance shipping begins Tues, September 3 at 8:00 am and ends Wednesday, October 2 at 3:00pm

**Drape Color – White**

**Aisle Carpet - Pepper**





## THIRD PARTY PROVIDERS VS. SCAMS



Official service contractor, manages on-site logistics and more.



Official housing provider, registration, and lead retrieval



Official audio-visual provider.



Official liability coverage provider.





## ATTENDEE LIST SCAMS



- We do not sell or make attendee available to third party providers.
- Premium exhibitors can request pre or post conference registration list for direct mail, but we do not release the lists to you.
- All exhibitors can purchase an email to send either 4 weeks before or 4 weeks post conference (\$1,500), but we do not release the list to you. Inventory is limited



## WHERE TO FIND STUFF!

- ❑ The [NRPA/Hargrove Website](#) has lots of great information!
- ❑ The [NRPA Exhibits Website](#) has information such as:
  - Exhibitor Resources, where you can find Marketing graphics –
  - Exhibit hours and location
  - FAQs and more!
- ❑ [Your Exhibitor Hub](#). This is where you upload images, logos, product description, categories and more.
- ❑ [Your exhibitor console](#) where you can launch registration, pay your balance, and purchase a sponsorship.



# EXHIBITOR CONSOLE



**ATLANTA, GEORGIA**  
**EXHIBITS: OCTOBER 8-9**  
**CONFERENCE: OCTOBER 8-10**  
**GEORGIA WORLD CONGRESS CENTER**

Exhibitor Resources ▾ Exhibitors  🔍

## Welcome to your 2024 NRPA Exhibitor Console

Please login to view or pay your invoice, buy a sponsorship, and register your booth personnel.

Thank you!  
Ruth Wheeler  
[rwheeler@nrpa.org](mailto:rwheeler@nrpa.org)  
703-858-2178 (Pacific Standard Zone)

Please log in to access this section. •

### Log in today to:

- 1. View your balance, see payments, pay your outstanding invoice, and download an invoice or receipt.
- 2. Buy a Sponsorship.
- 3. Register your booth staff, guest pass, or complimentary full conference pass.

Stay signed in

Login

Forgot your password?  
No worries. We can [retrieve](#) your password.





# EXHIBITOR CONSOLE

- Go to the exhibitor console (you will need your alpha/numeric password) to --
- Register your booth staff, guest passes, and one complimentary conference pass, and purchase ticketed events.
- Pay an outstanding balance and/or print a statement of your account.
- Buy A Sponsorship
- Check your [booth location](#) and neighbors.



# EXHIBITOR HUB



Welcome to 2024 NRPA Conference

Login



For Attendees

[Exhibitor Directory](#)

[Product Gallery](#)

# EXHIBITOR HUB



## Login

Email

Password

Remember My Login

[Forgot Password/First Time Login](#)



# EXHIBITOR HUB



Can't wait to see you in...  
108 11 20 06  
DAYS HRS MINS SECS

October 8 to October 10, 2024  
Georgia World Congress Center  
Atlanta, GA

DASHBOARD EXHIBITOR HUB FLOOR PLANS EXHIBITOR DIRECTORY PRODUCT GALLERY

NRPA Ruth



**Exhibits: October 8-9**  
**Conference: October 8-10**  
**Georgia World Congress Center | Atlanta, GA**



**Welcome Exhibitors!**  
Visit Your Exhibitor Hub to upload your logos, images, descriptions, and more!

**Take a Tour**  
New to Event Portal? Click below to take a tour.  
[Click here to continue](#)

## EXHIBITOR LIST

Search



# EXHIBITOR HUB



Can't wait to see you in...

108 11 17 40

MINS HRS MINS SECS

October 8 to October 10, 2024  
Georgia World Congress Center  
Atlanta, GA

DASHBOARD **EXHIBITOR HUB** FLOOR PLANS EXHIBITOR DIRECTORY PRODUCT GALLERY

NRPA Ruth



Exhibitor Dir... / NRPA Exhibito...

Switch Organizations

To Register, Purchase Digital Upgrades and Sponsorships, or Make A Payment on Your Account Click Here



NRPA Exhibitor Lounge & Sales Office

Basic Booth #225



# LOGO, IMAGES AND SIZES

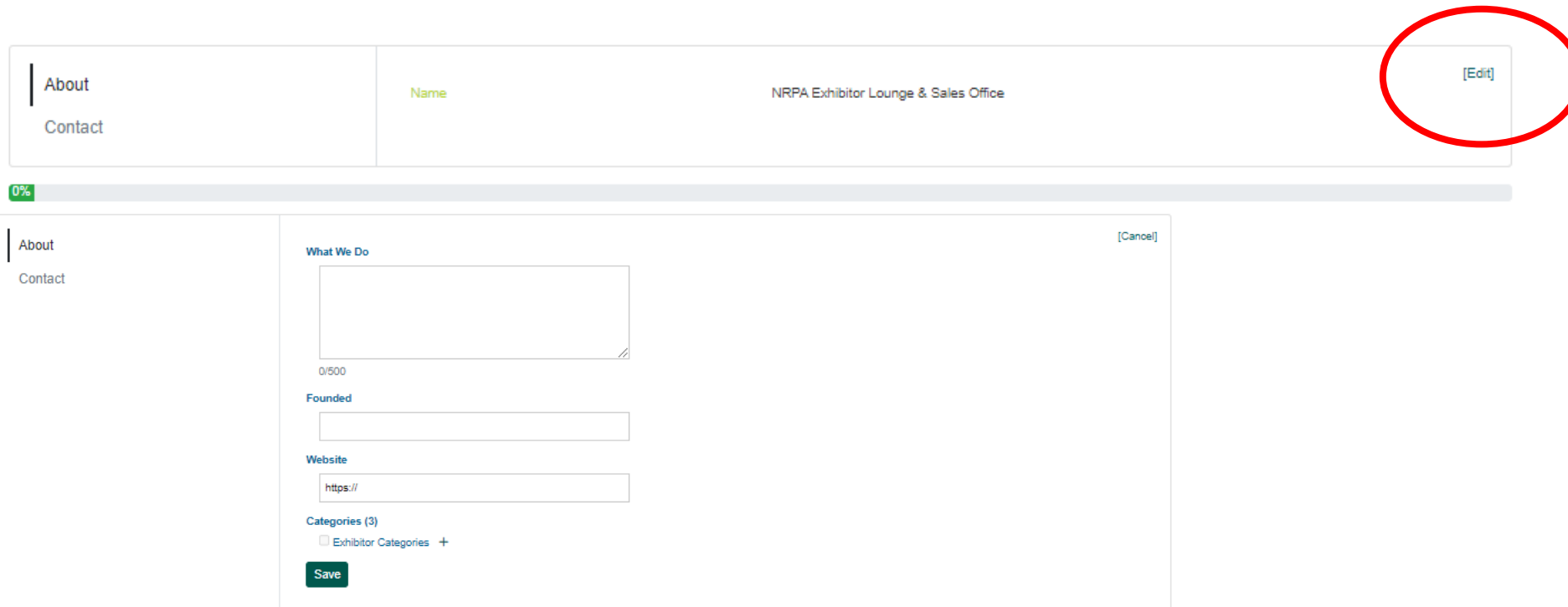


- ❑ Take the Exhibitor Hub Tour to find out where and how to upload images, and sizes.
- ❑ Go to the three dots on the upper right-hand corner to upload
  - Add photo > 360x360 image or logo, this goes in the circle
  - Add featured photo > 360x360 image or logo, this will be seen on the dashboard
  - Add background image > 1440x360 image or logo, this will be behind the circle



# Description, URL, Categories

- ❑ Under the Green Bar > Go to “edit” in the upper right-hand corner
- ❑ This will open up >About > Founded > URL > Categories +



The screenshot shows a list of items with a navigation bar on the left containing 'About' and 'Contact'. The main content area displays a list item with the following details:

About	Name	NRPA Exhibitor Lounge & Sales Office	[Edit]
Contact			

A red circle highlights the [Edit] button in the top right corner of the list item.

Below the list, a progress bar shows 0% completion.

The detailed view of the 'Edit' form includes:

- Navigation: About, Contact
- Form Fields:
  - What We Do: Text area (0/500 characters)
  - Founded: Text input
  - Website: Text input (https://)
  - Categories (3):  Exhibitor Categories +
- Buttons: [Cancel] (top right), [Save] (bottom left)



# TASKS AND FEATURED LINKS



## Below Categories

- **Tasks – Your To Do List**
- **Featured Links – Download exhibit order**

### TASKS

<input type="checkbox"/> Housing	▼
<input type="checkbox"/> Registration	▼
<input type="checkbox"/> Exhibitor Orders	▼
<input type="checkbox"/> Update Your Online Exhibitor Listing	▼
<input type="checkbox"/> Booth Approval Forms	▼
Due: 2024-07-19 11:59 PM	
<input type="checkbox"/> Certificate of Insurance	▼
Due: 2024-08-02 11:59 PM	
<input type="checkbox"/> Booth Diagrams, Guidelines and Show Rules	▼

### FEATURED LINKS

<b>Housing</b> Click on Exhibitors > Individual Exhibitor Hotel Reservations > Go!
<b>Hargrove</b> Welcome to Hargrove Exhibitor Services
<b>Insurance Requirements</b> Submit your insurance requirements to your broker, and then upload your certificate of insurance.
<b>Certificate of Insurance</b> Upload your Certificate of Insurance
<b>Booth Approval Form (400 Sq Feet)</b> Submit if you are an island exhibitor with 400'SQF or more.
<b>Booth Approval Form (Stand Alone 10x20, 10x30, 10x40)</b> Only submit if you have a

## Bottom – your contacts that can access profile

### ORGANIZATION MEMBER LIST

Ruth Wheeler	Member ▼
Melissa Hunter	Member ▼
Victor Adams	Member ▼





# EXHIBITOR SCHEDULE

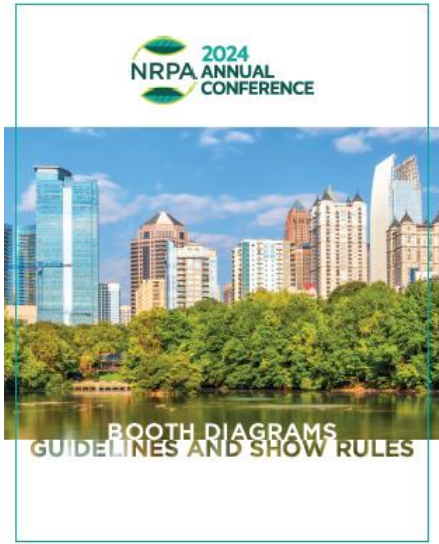
Date	Time	Activity
Saturday, October 5, 2024	By appointment only	Move in – Larger island exhibitors with approvals
Sunday, October 6, 2024	8:00 am – 4:30 pm	Move in – All Exhibits
Monday, October 7, 2024	8:00 am – 7:30 pm	Move in – All Exhibits – booths to be 100% set by 7:30 pm
Tuesday, October 8, 2024	10:30 am – 4:30 pm	Exhibit Hall Open (Exclusive Hours 10:30 am – 1:00 pm)
Wednesday, October 9, 2024	10:30 am – 3:00 pm	Exhibit Hall Open (Exclusive Hours 10:30 am – 1:00 pm)
Wednesday, October 9, 2024	3:01 pm – 9:00 pm	Move out – must be completely out by Thursday, Oct 12, 2024
Thursday, October 10, 2024	8:00 am – 4:30 pm	Move out – must be completely out by 4:30 pm



# Designing your First Trade Show Booth



# ACTION ITEMS



Booth Diagrams, Guidelines and Show Rules



GWCC Event Planning Guide



Hargrove Service Kit



Housing and Registration	Opening:
<input type="checkbox"/> Exhibitor Housing	Monday, May 13
<input type="checkbox"/> Exhibitor Registration	Monday, May 13
Show Requirements	Due Date:
<input type="checkbox"/> Booth Approval Forms (600x500 or Stand-Alone 10x20, 10x30, 10x40)	Friday, July 19
<input type="checkbox"/> Certificate of Insurance	Friday, August 2
<input type="checkbox"/> Exhibit Hall Guide Description	Friday, August 30
Hargrove Orders	Due Date:
<input type="checkbox"/> Advanced Shipping Dates	Tuesday, September 3-Wednesday, October 2
<input type="checkbox"/> Advanced Order and Rental Booth	Wednesday, September 11
<input type="checkbox"/> Rental Booth Art Submission	Wednesday, September 18
<input type="checkbox"/> Carpet and Online Ordering Discount Ends	Wednesday, September 25
<input type="checkbox"/> Direct Shipping Begin Date	Sunday, October 6 (begins at 8 am)
Additional Services	Deadline:
<input type="checkbox"/> AV	Tuesday, September 17
<input type="checkbox"/> Catering	See form for more details
<input type="checkbox"/> Lead Retrieval	Early Bird Rate: Friday, August 2 Advance Rate: Friday, September 7 Regular Rate: Monday, September 9 Advance Rate: Friday, September 20
<input type="checkbox"/> Floral	Advance Rate: Friday, September 20
<input type="checkbox"/> Internet	See website for more details
<input type="checkbox"/> Electrical	Advance Rate: Friday, September 17

NRPA Exhibitor Checklist



All exhibitors must provide Certificate of Liability Insurance no later than **Friday, August 2**



# GOALS AND BOOTH DESIGN



# DESIGNING YOUR BOOTH

Inline  
Corner  
Perimeter  
Island



Who are your  
Neighbors



# BOOTH RENTAL OPTIONS



Please contact Hargrove at [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com)



# CREATE A WELCOMING SPACE



# SECURE EXPENSIVE ITEMS





# CONSOLIDATE SHIPMENTS



**Go to the Shipping Tab for easy to print labels and more information!**



# INTERNET



To order for your booth, go [here](#).



# Tips for First-Time Exhibitors



# STAY ON TOP OF EMAIL



# REACH ATTENDEES OUTSIDE OF BOOTH



# PROMOTE YOUR PRESENCE



**WE'RE EXHIBITING AT  
#NRPACONFERENCE2024!**



**ATLANTA  
OCTOBER 8-10**



**WHERE  
YOU  
BELONG**



**WE'RE EXHIBITING AT  
#NRPACONFERENCE2024!**

**ATLANTA, GEORGIA  
OCTOBER 8-10**



**WHERE  
YOU  
BELONG**

**WE'RE EXHIBITING AT  
#NRPACONFERENCE2024!**



**WHERE  
YOU  
BELONG**



**ATLANTA, GEORGIA  
OCTOBER 8-10**



**WE'RE EXHIBITING AT  
NRPA CONFERENCE 2024!**

**ATLANTA, GEORGIA  
OCTOBER 8-10**



**WHERE  
YOU  
BELONG**

**#NRPACONFERENCE2024!**



**WE'RE EXHIBITING AT  
NRPA CONFERENCE 2024!**

**ATLANTA, GEORGIA  
OCTOBER 8-10**



**WHERE  
YOU  
BELONG**

**#NRPACONFERENCE2024!**

Download the [Exhibitor Marketing Toolkit](#)  
Download the [Conference Graphics](#)



# NETWORK



# STAFFING





# GIVEAWAYS

Smartphone Wallet



photo sources: 4imprint

Reusable Water Bottles



Food and Drinks



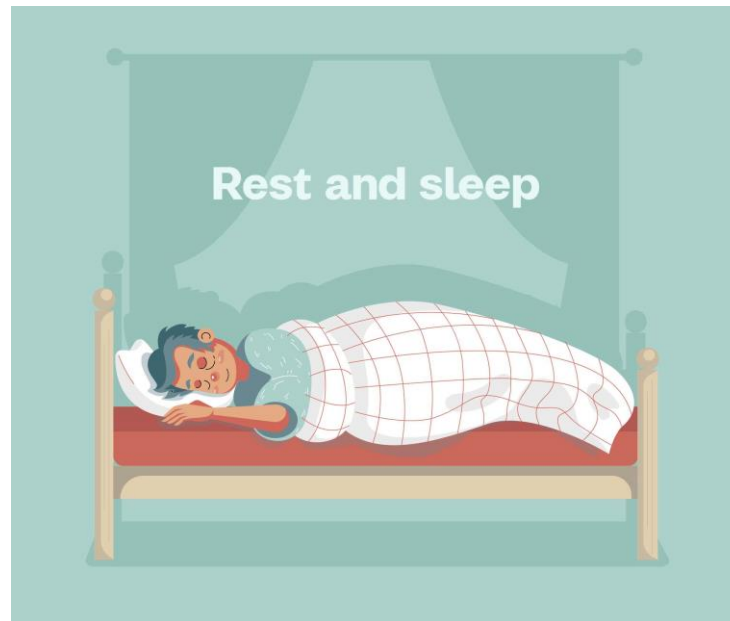
USB Chargers



Audio Devices



# PREPARE PHYSICALLY & MENTALLY



# DRESS TO IMPRESS



# MEET YOUR NEIGHBORS



# TOOLS TO STAY ORGANIZED



 **WHERE  
YOU  
BELONG**



 **2024  
NRPA ANNUAL  
CONFERENCE**