



Know Before You Go NRPA Exhibitor Webinar



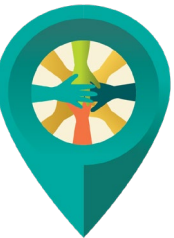
YOUR HOSTS



- **Ruth Wheeler, Exhibits and Sponsorships**
- Works remotely from California
- rwheeler@nrpa.org
- 703-858-2178

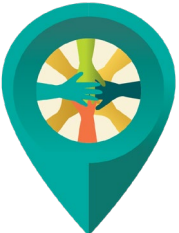


- **Angela Ragno, Show Floor Logistics Manager**
- Works remotely from Florida
- angela@jmwevents.com
- 407-808-2352



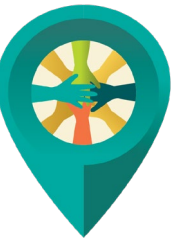


 2024
ANNUAL
CONFERENCE



HURRICANE HELENE

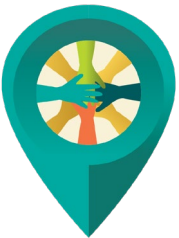
- NRPA reached out to affected colleagues, local host committee members
- City of Atlanta, storm clean-up
- Georgia World Congress Center is operable, and conference will proceed.
- NRPA will communicate how we can support those affected.



ATLANTA WEATHER SUN-THURS



Sun 06	78° /62°	Partly Cloudy	24%	E 8 mph
Mon 07	78° /57°	Partly Cloudy	24%	NW 9 mph
Tue 08	75° /53°	Partly Cloudy	16%	NW 8 mph
Wed 09	75° /55°	Mostly Sunny	9%	NNE 8 mph
Thu 10	75° /57°	Partly Cloudy	24%	E 9 mph



EXHIBITOR SCHEDULE



Exhibitor Hours



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

NOTE: Overtime rates will be in effect all day Sunday. Overtime rates will be in effect after 5:00 PM. Outside carriers must be checked in by Wednesday, October 9 at 8:00 PM, or by Thursday, October 10 at 3:30 PM for all remaining outbound shipments.



ADVANCE SHIPPING



Advance shipping ends Wednesday, October 02 at 3:00 PM.

Advance shipping address:

(Your Company Name & Booth Number)

NRPA Annual Conference 2024

c/o Hargrove

TForce Freight c/o RAC Logistics

1738 Joy Lake Rd.

Lake City, GA 30260

Advance Warehouse Receiving Hours: Monday – Friday 8:00 AM to 3:00 PM

QUESTIONS ON SHIPMENTS: exhibitorservices@hargroveinc.com

NOTE: Advance shipments will be moved to show site on overtime and a 40% surcharge will apply.



DIRECT TO SHOW-SITE SHIPPING



DIRECT SHIPPING

Direct shipping will begin on Sunday, October 06 at 8:00 AM.

Direct shipping address:

(Your Company Name & Booth Number)

NRPA Annual Conference 4

c/o Hargrove

Georgia World Congress Center

Halls B2-B4

285 Andrew Young International Blvd.

Atlanta, GA 30313

QUESTIONS ON SHIPMENTS: exhibitorservices@hargroveinc.com

NOTE: Direct shipments received before 8:00 AM or after 4:30 PM weekdays or during weekend hours, will be assessed a 40% overtime surcharge.



Marshaling Yard and Hours of Operation



Marshaling Yard ([link to map](#))

All drivers, including POVs, must check-in at the Marshaling Yard to be placed in queue for unloading and/or reloading shipments at the Georgia World Congress Center. The Marshaling Yard will be marked with signage.

Marshaling Yard Location

362 Ivan Allen Jr. Blvd. NW
Atlanta, GA 30313.

Hours of Operation - Inbound

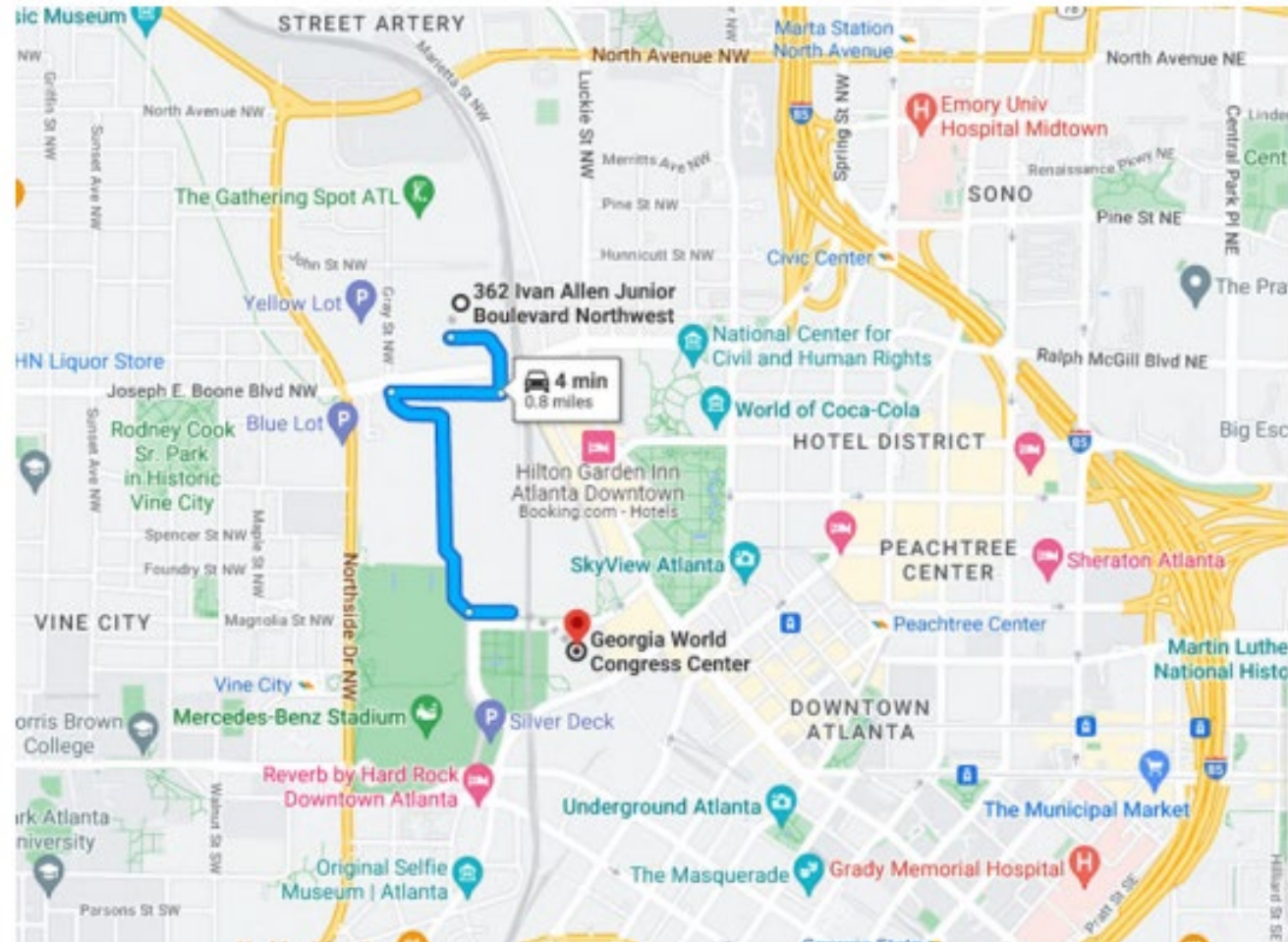
Sunday, October 6	7:00 AM – 3:30 PM
Monday, October 7	7:00 AM – 3:30 PM

Outbound

Wednesday, October 9	2:00 PM – 8:00 PM
Thursday, October 10	7:00 AM – 3:30 PM

Marshaling Yard Fee

\$50.00 per shipment



HARGROVE EXHIBITOR SERVICES



Exhibitor services end of 600/700 aisle
240.726.3073 – ONSITE
exhibitorservice@hargroveinc.com

Hours

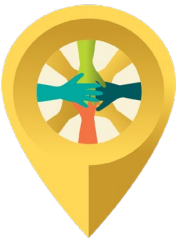
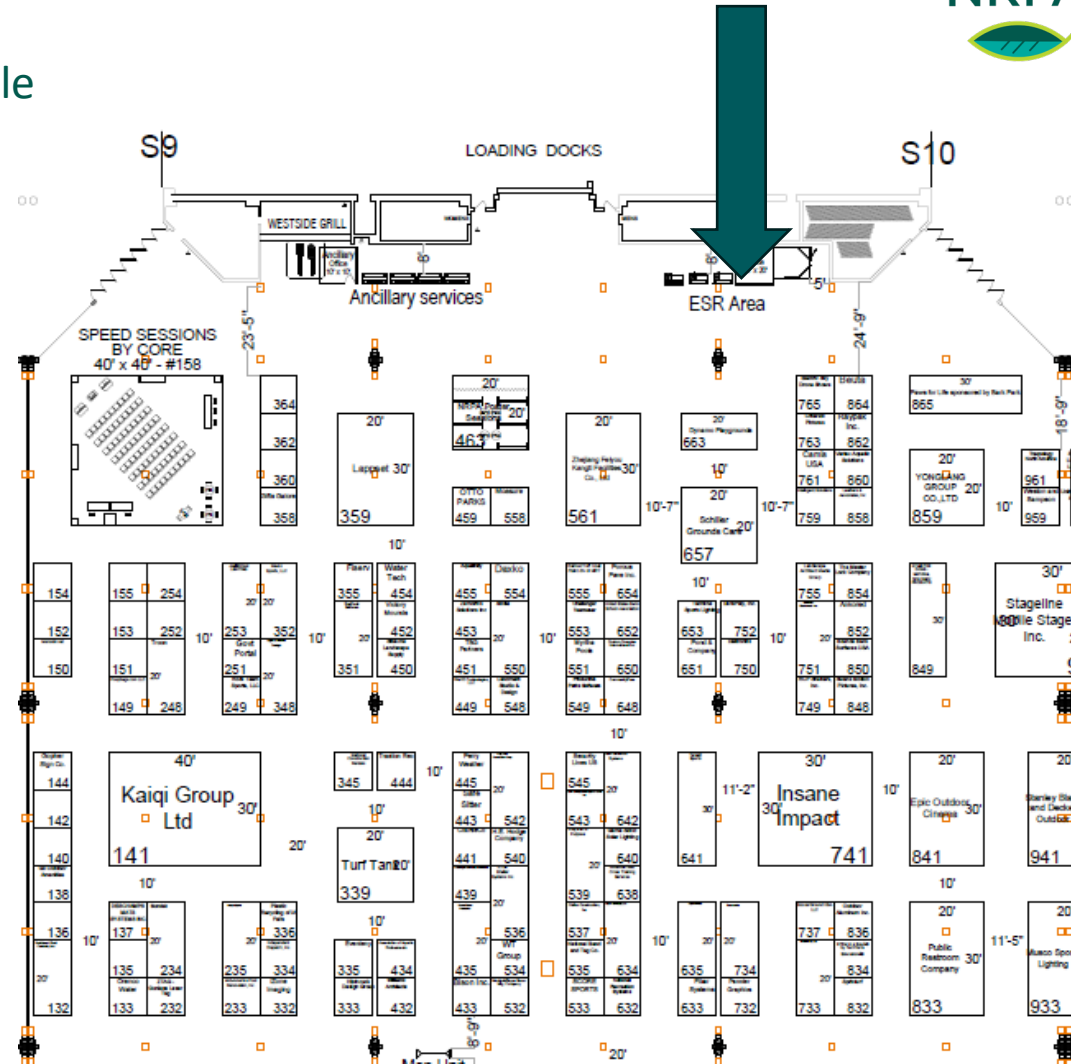
Sunday, October 6
7:30am – 5:00pm

Monday, October 7
7:30am – 7:30pm

Tuesday, October 8
9:30am – 4:30pm

Wednesday, October 9
9:30am – 9:00pm

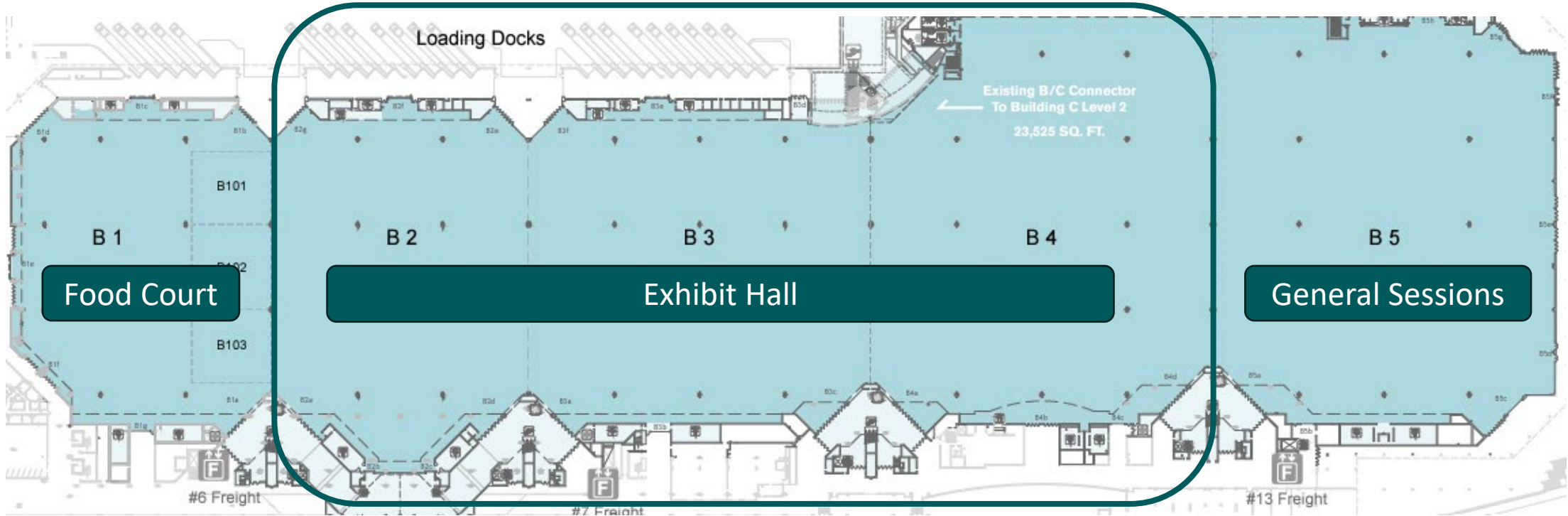
Thursday, October 10
8:00am – 4:30pm



GWCC AND CONFERENCE LEVELS



Level One: Exhibits & General Sessions



2024 EXHIBIT HALL



Building B Level 1 Exhibit Hall and General Sessions

Member Area and Exhibitor Lounge/Sales Office

Speed Session
Area #1



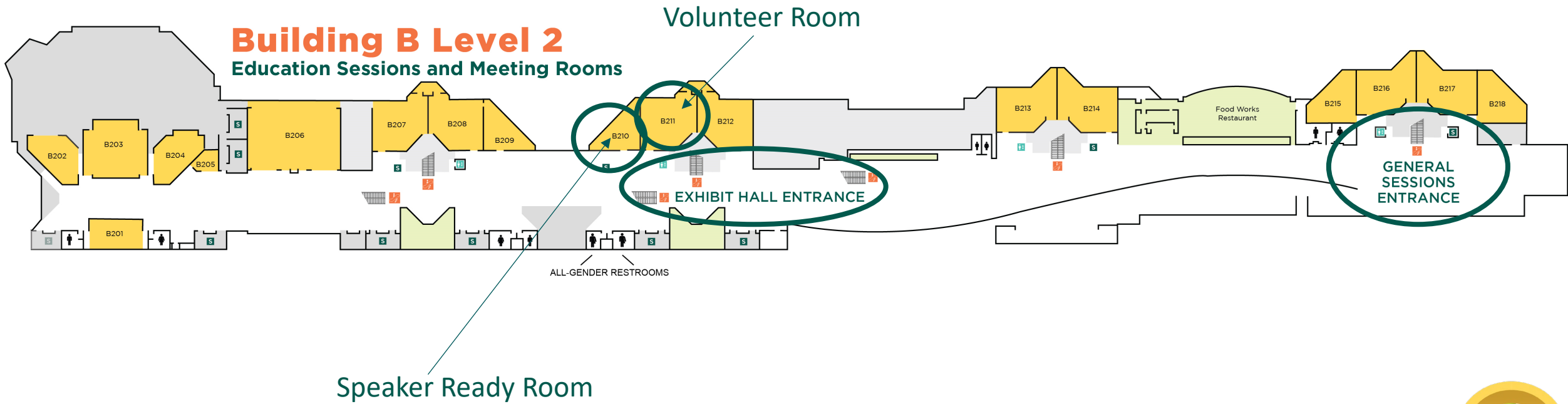
**Booth 2159
Exhibitor
Lounge/Next
Year's Booth
Selection**

- Water
- Coffee
- Snacks
- Place to rest and have a meeting

Speed Session
Area #2

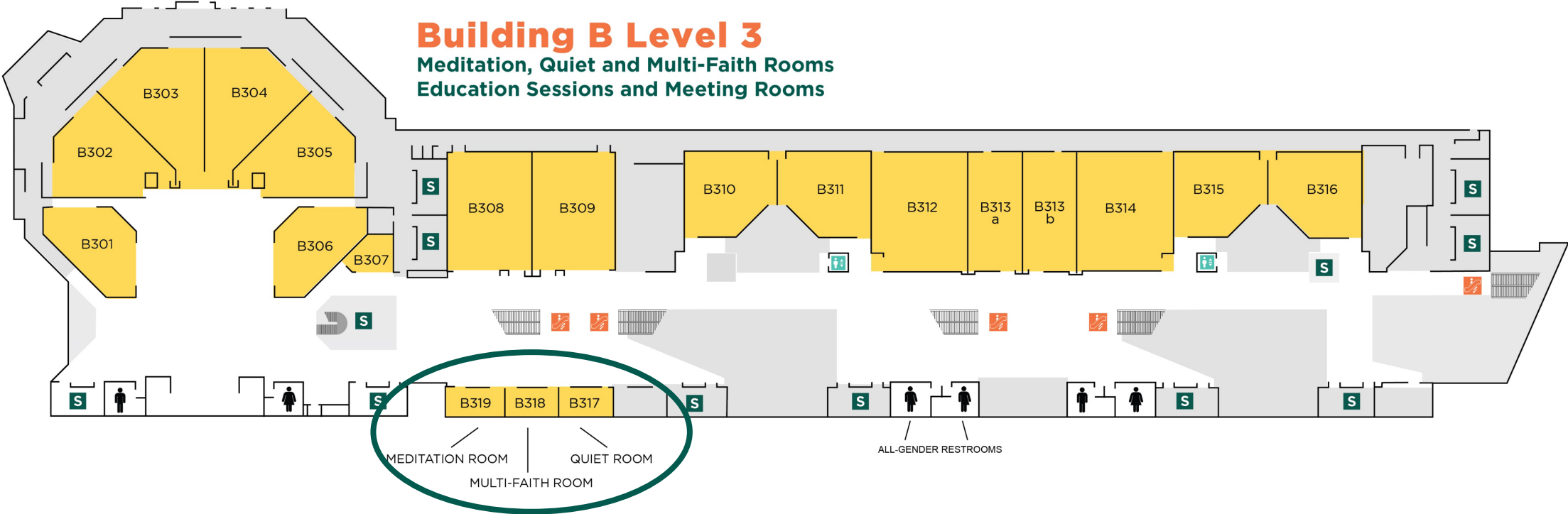


Level Two: Meetings & Education Breakout Sessions



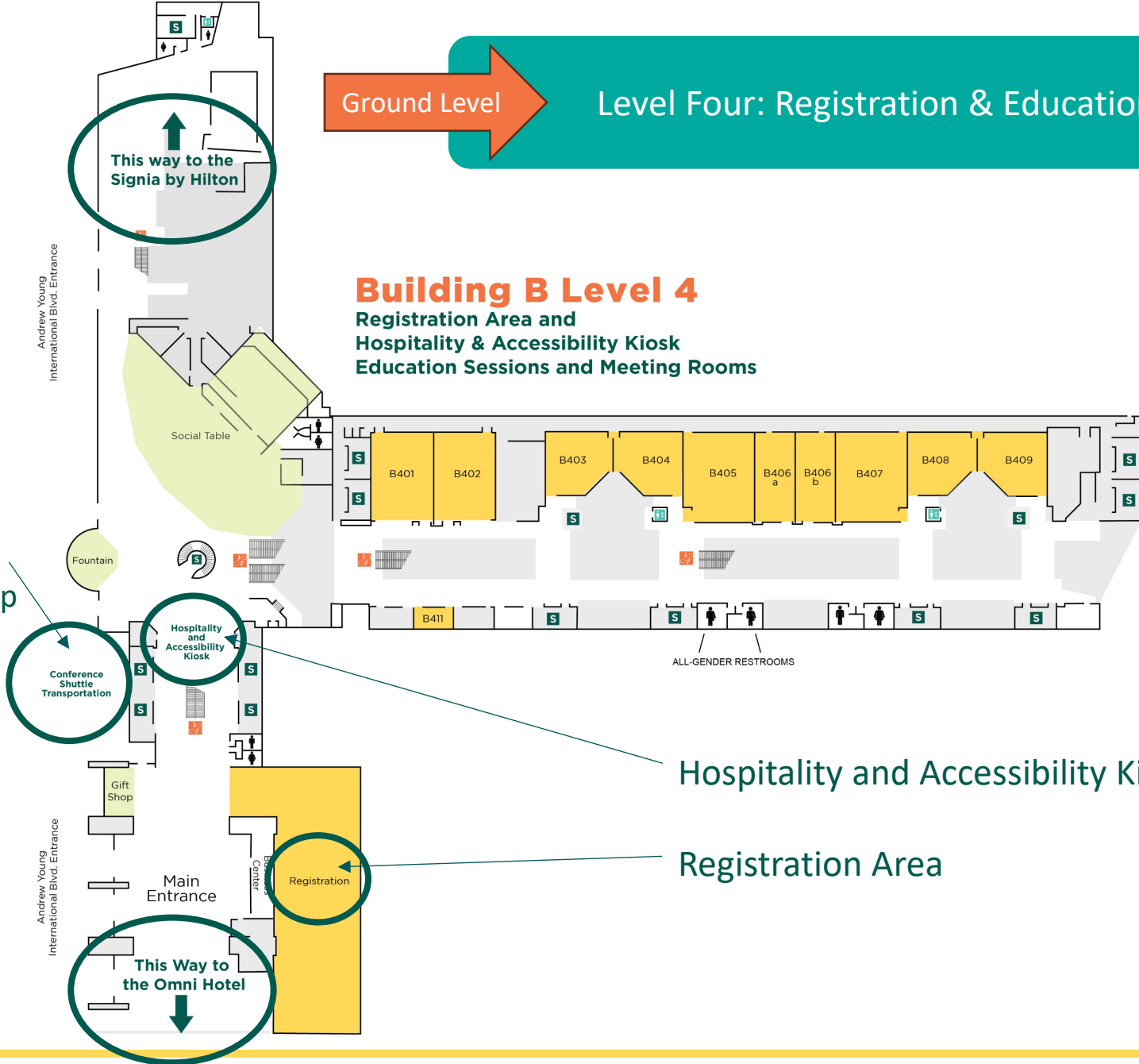
Level Three: Meetings & Education Breakout Sessions

Building B Level 3 Meditation, Quiet and Multi-Faith Rooms Education Sessions and Meeting Rooms



Ground Level → Level Four: Registration & Education Breakout Sessions

Building B Level 4
Registration Area and
Hospitality & Accessibility Kiosk
Education Sessions and Meeting Rooms



Conference Shuttle Drop-off and Pick-up

Conference Shuttle Transportation

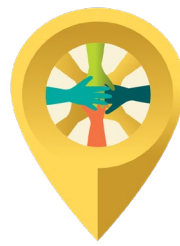
Hospitality and Accessibility Kiosk

Hospitality and Accessibility Kiosk

Registration Area

This Way to the Omni Hotel

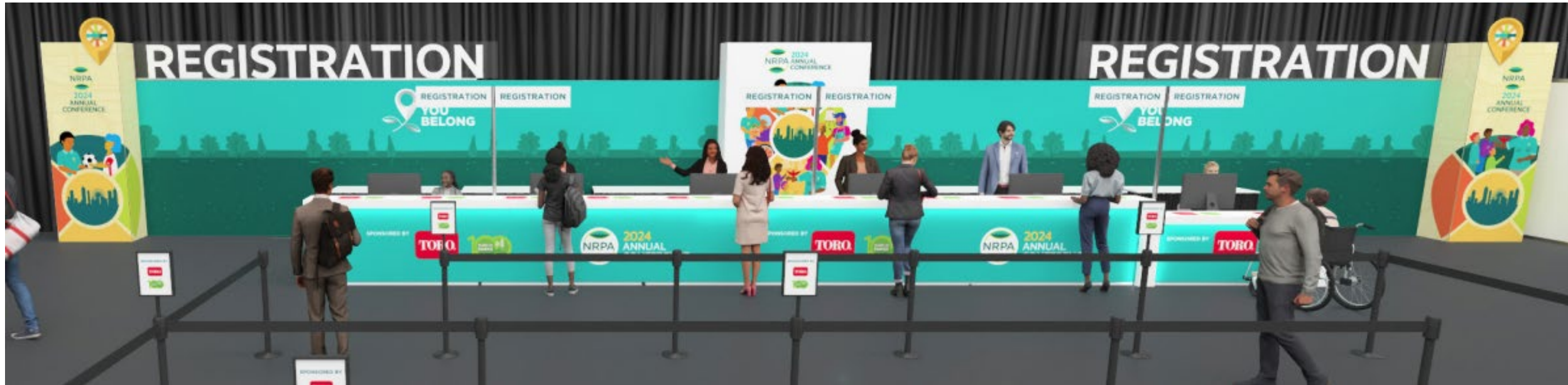
This way to the Signia by Hilton



REGISTRATION



Be sure to pick up badge early to avoid lines – you can pick up colleague's badges!



Hours:

Sunday 12-5 p.m. | Monday 7:30 a.m. – 5 p.m. | Tuesday 7 a.m. – 6:00 p.m.

Wednesday 7:30 a.m. – 4:30 p.m. | Thursday 8 a.m. – 2:30 p.m.

Location: Registration Hall AB, Level Four



Attendee Full Package



Speakers



Expo Only



BADGE COLORS – WHAT DO THEY MEAN

* not pictured – purple – General Sessions/Press, Day pass

*black/green – exhibitor full conference pass

Students



NRPA Staff/Vendors



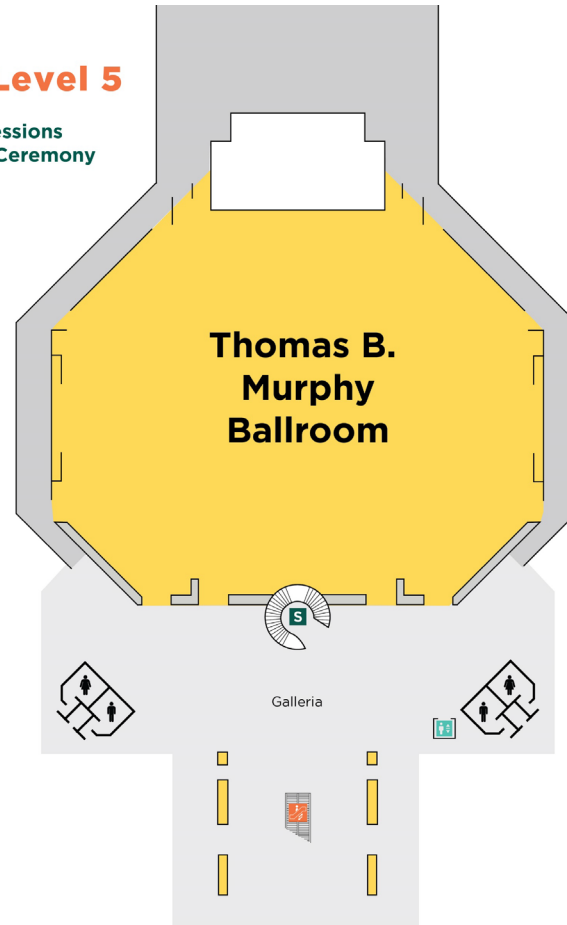
Exhibitor



Level Five: Education Sessions, Best of the Best, and Speed Networking

Building B Level 5

Education Sessions,
Speed Networking Sessions
and Best of the Best Ceremony
and Reception

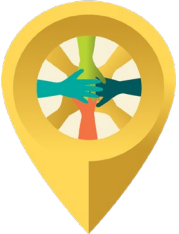
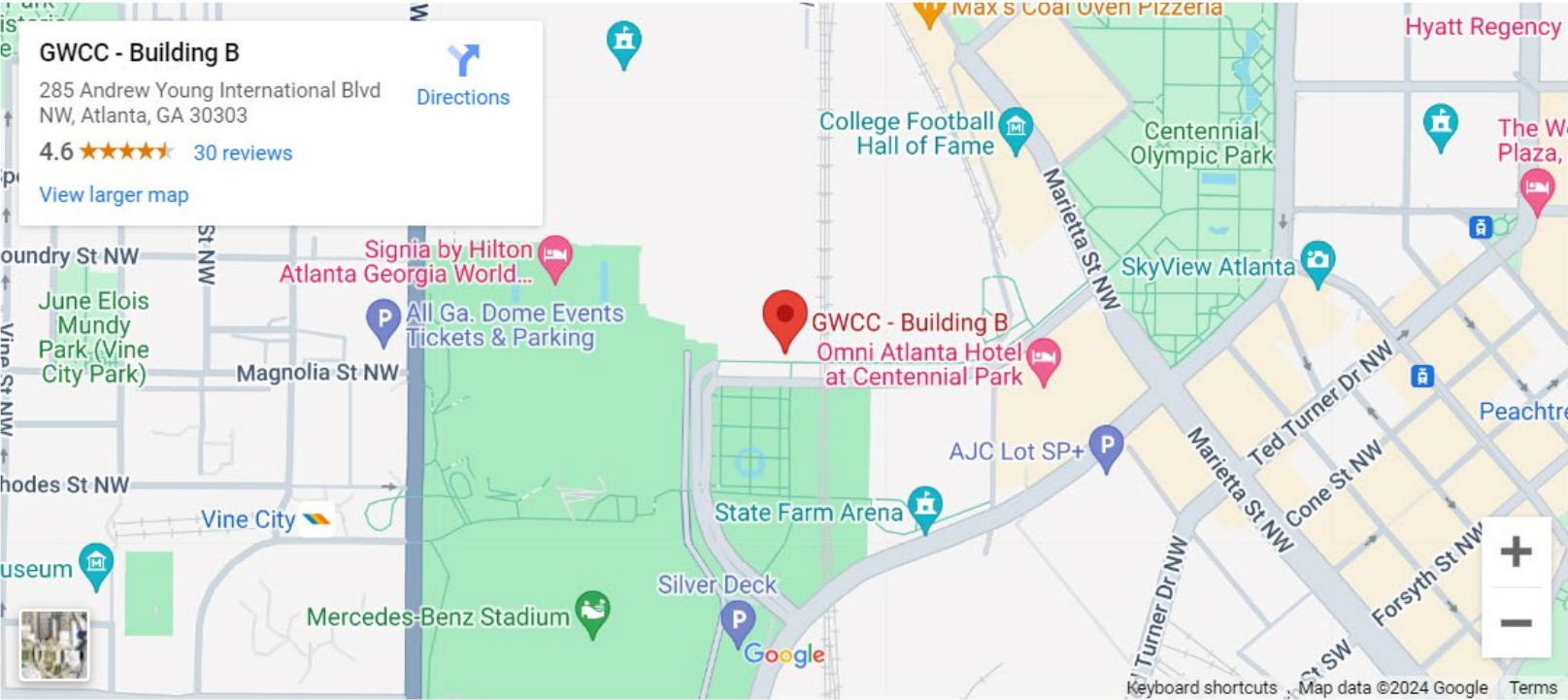


GWCC Building Rideshare Info



GWCC Building A & B

For Drop-offs at Building B and International Plaza, please request drop off on Andrew Young International Blvd



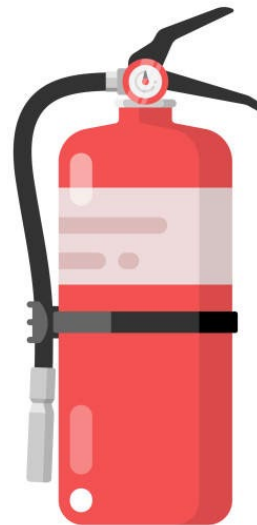
REMINDERS REGARDING BOOTHS



ISLAND BOOTH REMINDER

Fire Extinguishers and smoke detectors are required for any element that has a covering. Please plan to have them in your booth. The fire marshal will do a walk through of the show floor with inspections. Any decks over 300' SQF potentially need fire watch. The Fire Marshal will be onsite viewing booths on Sunday.

If you have gas operated vehicles, they will need to be inspected by the Fire Marshal. If you do, please text Joanna and Angela so that a list can be provided to the convention center.

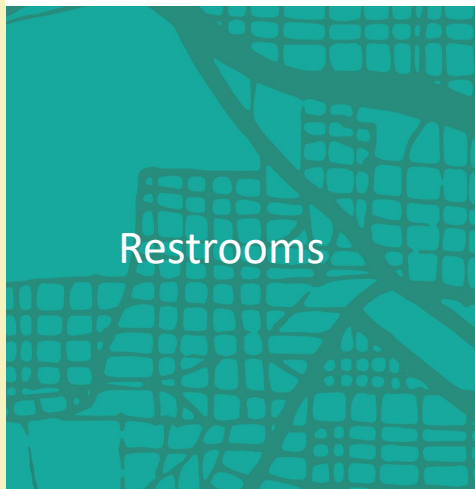




Covered
Trailers



Any
element
that has a
platform



Restrooms



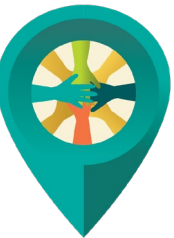
Playground or
any structure
that has
overhead
covering



Tents



If you are cooking in your booth, please make sure you have coordinated with GWCC – Levy Convention Centers. foodservicesgwcc@gwcc.com



CONFERENCE RESOURCES & SCHEDULE



FOOD LOCATION AND HOURS

Peach State Bistro

10/8/24 7:30AM-4PM

10/9/24 7:30AM-3PM

10/10/24 7:30AM-2PM

Building B Level One

Exhibit Hall B1 Food Court

10/8/24 11AM-3:30PM

10/9/24 11AM-2PM

10/10/24 11AM-2PM

Building B Level Two

Maple Point

10/8/24 7:30AM-11AM

10/9/24 7:30AM-11AM

Building B Level Two

Willow Garden

10/8/24 7:30AM-3:30PM

10/9/24 7:30AM-3PM

10/10/24 7:30AM-2PM

Building B Level Four

Social Table

10/7/24 7AM-3PM

10/8/24 7:30AM-3:30PM

10/9/24 7:30AM-3PM

10/10/24 7:30AM-2PM

Building B Level Four

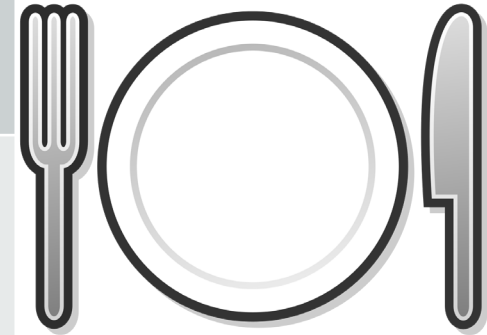
Southern Roots

10/7/24 7AM-3PM

10/8/24 7:30AM-3:30PM

10/9/24 7:30AM-3PM

10/10/24 7:30AM-11AM



NAVIGATION MATERIALS AND RESOURCES



Pocket Guide

Pocket Guides can be picked up in the registration area.

Includes a building map, schedule, education sessions and exhibit hall information.



App

Download the Conference App!

App Store = NRPA Events

Private App this year



Exhibit Hall Guide

Special Edition Publication to help attendees navigate the Exhibit Hall!



CONFERENCE SCHEDULE

WEEK AT A GLANCE



Friday

October 4

Pre-Conference Meetings

Convention Center and Signia by Hilton (HQ Hotel)

Set-up begins



Saturday

October 5

Installations begin for NRPA's:

General Service Contractor

Registration Vendor

Audio Visual Partner

Larger Exhibitors

CPSI Course



Sunday

October 6

Set-up continues; all Exhibitors

Registration opens

Host NRPA Board of Directors dinner



Monday

October 7

Finish set-up; staff arrivals

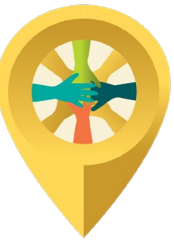
Pre-Conference Workshops

Day of Service Project

Board Meeting + joint Business Council Meeting

Speed Networking #1

Chairs Reception



CONFERENCE SCHEDULE

WEEK AT A GLANCE



Tuesday

October 8

Opening General Session
Day 1 Exhibit Hall
Day 1 Education Sessions
Committee and Network Meetings
Speed Networking #2
Opening Night Reception



Wednesday

October 9

Day 2 General Session
Day 2 Exhibit Hall
Day 2 Education Sessions
Committee and Network Meetings
Best of the Best Ceremony and Reception



Thursday

October 10

Day 3 Education Sessions
Committee and Network Meetings
Exhibitor and vendor move-out
Staff celebration!



SHUTTLE HOURS



Hours:

Monday 7 a.m. – 6 p.m. | Tuesday 7:00 a.m. – 10:30 p.m.
Wednesday 7:00 a.m. – 5:30 p.m. | Thursday 7:00 a.m. – 4 p.m.
Location: Level 4, Outside Building B.

ADA phone number is 1-800-869-3696.



 **WHERE
YOU
BELONG**



 **2024
NRPA ANNUAL
CONFERENCE**