



# Exhibitor Welcome Webinar

Conference: September 16-18

Exhibit Hall: September 16-17



## MEET YOUR TEAM



- **Ruth Wheeler,**  
**Exhibits and**  
**Sponsorships**
- [rwheeler@nrpa.org](mailto:rwheeler@nrpa.org)
- 703.858.2178



- **Melissa Hunter**
- **Customer Service**  
**questions**
- [mhunter@nrpa.org](mailto:mhunter@nrpa.org)
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- **Angela Ragno**
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**Manager**
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## TODAY'S DISCUSSION

- Exhibitor Schedule
- Hotel and Exhibitor Registration Update
- Upcoming Deadlines
- Accessing your NRPA online account
- How to update your digital listing
- Accessing your Hargrove online account
- ESCA Badges
- Reminders on children and photographers
- What you need to exhibit
- Official third-party providers
- Reviewing various booths and what is included

# EXHIBITOR SCHEDULE

DATE	TIME	ACTIVITY
Saturday, September 13	By Appointment Only, request on your Hargrove account	Move-In – Larger exhibits with approvals
Sunday, September 14	8:00 AM – 4:30 PM	Move-In – All Exhibits *pick up badges at 12NOON
Monday, September 15	8:00 AM – 7:30 PM	Move-In – All Exhibits. Booths must be 100% set by 7:30 PM.
Tuesday, September 16	10:30 AM – 4:30 PM	Exhibit Hall Opens (exclusive hours from 10:30 AM – 1:00 PM)
Wednesday, September 17	10:30 AM – 3:00 PM	Exhibit Hall Opens (exclusive hours from 10:30 AM – 1:00 PM)
Wednesday, September 17	3:0 PM – 9:00 PM	Move-out begins – must be completely out by Thursday, September 18.
Thursday, September 18	8:00 AM – 4:30 PM	Move-out continues – must be completely out by 4:30 PM



# HOTEL AND EXHIBITOR REGISTRATION



- Exhibitor registration and housing opens **Monday, May 12 at 12:00 PM EST**. Please bookmark this [page](#).
- MCI USA *exclusively* handles hotel reservations for the NRPA Annual Conference. Please do not answer any emails or phone calls regarding housing from other organizations.
- For exhibitors to receive the discounted NRPA room block rates, you must reserve your room through MCI USA. If you requested an exhibitor block, MCI would contact you with the final room reservation confirmation(s).
- For more information or assistance with reservations, please contact [nrpa@mcievents.com](mailto:nrpa@mcievents.com) or call Monday-Friday, 8:00 AM to 5:00 pm CDT Domestic (U.S. & Canada) 888-385-8010 International: 972-349-5891.

WHAT?

WHEN

WHERE?

## UPCOMING DEADLINES

- Monday, May 12, Exhibitor Housing and Registration opens.
- MCI Lead Retrieval, first advance rate ends on *Friday, June 27*.
- Download the Exhibitor Checklist to stay on track!
- Visit your Event Portal to see upcoming tasks and deadlines.

Click on bold underline for links!

# ACCESSING YOUR NRPA ONLINE ACCOUNT



ORLANDO, FLORIDA  
EXHIBITS: SEPTEMBER 16-17  
CONFERENCE: SEPTEMBER 16-18  
ORANGE COUNTY CONVENTION CENTER  
WEST CONCOURSE | WA1-4

Exhibitor Resources ▾

search



## Welcome to your 2025 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.

New Exhibitor?

[Click here](#) to create your account and reserve a booth.

➤ Your NRPA Exhibitor Console Online Account Login Page

➤ Not associated with individuals' email, but organizational and requires an alphanumeric password

Click image for link!



# ACCESSING YOUR NRPA ONLINE ACCOUNT

NRPA Exhibitor Lounge & Sales Office [Log Out](#)



ORLANDO, FLORIDA  
EXHIBITS: SEPTEMBER 16-17  
CONFERENCE: SEPTEMBER 16-18  
ORANGE COUNTY CONVENTION CENTER  
WEST CONCOURSE | WA1-4

Exhibitor Resources ▾

search

## Welcome to your 2025 NRPA Online Account.

Welcome to your Online Account. You can access your Exhibitor Hub page to update your listing, upgrade your booth, purchase a sponsorship or pay your balance.

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

Registration button  
will appear on  
Monday, May 12

- Your NRPA Online Account (needs your alphanumeric password)
- Pay and View Invoices
- Access Sponsorships
- Registration (later)
- Access Event Portal – Online Listing

## Booths

NRPA Sales Office



Bronze



Silver



Gold

Click to Upgrade

Booth #1167

### Exhibitor Listing

#### Event Portal »

Note, the first time you visit the Event Portal you will need to use the Forgot Password link and set a password of your preference before you will be able to login.

↓ Upgrade your online booth:

Enhanced eBooth Listing Opportunities



### Pay And View My Account

#### My Account »

Print your account statement, see when the next payment is due, or make a payment online.

#### Sponsorship Sales »



# THE NRPA EVENT PORTAL



Click image for link!

- The NRPA Event Hub for your Digital Listing.
- Click Login > Individual Email > Enter Password > Or click "Forgot Password/First Time Login"



# THE NRPA EVENT PORTAL



Can't wait to see you in...

145 05 52 01  
DAYS HRS MINS SECS

September 16 to September 18, 2025  
Orlando Convention Center  
Orlando, FL

DASHBOARD EXHIBITOR HUB FLOOR PLANS ▾ EXHIBITOR DIRECTORY PRODUCT GALLERY ▾

Ruth ▾ 🔔 🔍



**2025  
ANNUAL  
CONFERENCE**

**BUILD**   
**TOGETHER** *Play*  
**TOGETHER**

**Exhibit: September 16-17**  
**Conference: September 16-18**  
**Orange County Convention Center | Orlando, Florida**



# THE NRPA EVENT PORTAL

## EXHIBITOR LOGO, IMAGES, AND SIZES

- ❑ Take the Exhibitor Hub Tour to find out where and how to upload images, and sizes, found below your listing.

### EXHIBITOR HUB TOUR

Start Tour

- ❑ 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

# THE NRPA EVENT PORTAL DESCRIPTION, URL, CATEGORIES

- ❑ Below the Exhibitor Hub Tour go to “edit” in the upper right-hand corner
- ❑ This will open up > About > What We Do > Founded > Website > Categories +

About Contact	Name NRPA Exhibitor Lounge & Sales Office	[Edit]
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0%

About Contact	<p>What We Do</p> <p>[Text Area]</p> <p>0/500</p> <p>Founded</p> <p>[Text Field]</p> <p>Website</p> <p>https://</p> <p>Categories (3)</p> <p><input type="checkbox"/> Exhibitor Categories +</p> <p>Save</p>	[Cancel]
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# THE NRPA EVENT PORTAL

## YOUR TASKS AND FEATURED LINKS

### UPGRADE YOUR LISTING!

Exhibitors with upgraded listings get 2x the visibility! [Click Here to upgrade your listing today!](#)

### MY ACCOUNT

[Print a copy of your account statement, see when the next payment is due or make a payment through the website.](#)

### SPONSORSHIP PROGRAMS

[Expand your presence by becoming an NRPA sponsor! Visit the sponsorship gallery.](#)

### 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:  07-19-2024 11:59 PM	
<input type="checkbox"/> Certificate of Insurance	▼
Due:  08-02-2024 11:59 PM	
<input type="checkbox"/> Booth Diagrams, Guidelines and Show Rules	▼
<input type="checkbox"/> Sponsorship Programs	▼

### FEATURED LINKS

[Exhibit Hall Hours and Move-In Schedule](#)

[Exhibitor Checklist](#)

[Important Contacts](#)

[Sponsorship Opportunities](#)

[Find Your Booth](#)

[Exhibitor Marketing Toolkit](#)

[Exhibitor Resources](#)

[Insurance Requirements](#)

[Sample COI](#)

# ACCESSING YOUR HARGROVE ACCOUNT AND OTHER SERVICES



Event Search | Help | My Account

2025 NRPA Annual Conference

Venue: Orange County Convention Center

September 14 - 18, 2025



ORDER HARGROVE SERVICES

EVENT HOME

KEY CONTACTS

ADDITIONAL SHOW SERVICES

NRPA25 50-46267 > Event Home

Search products

Print Page

## LOCATION & DEADLINES

### 2025 NRPA Annual Conference

Orange County Convention Center

WA 1-4

9800 International Drive

Orlando, FL 32819

➤ Hargrove and NRPA Show Logistics Home Page

➤ Link imbedded into image.

➤ This is where you can access Hargrove Orders and other services like electricity, water, catering and more.



Click image for link!

# ESCA BADGES



- ESCA partnered with the OCCC to implement the ESCA Badge.
- All contractors, suppliers, and vendors who need access to work in the facility must be identified with the ESCA badge or a credential issued through the OCCC.
- Exhibitor staff that have show badges to not need an ESCA badge. Registration opens on Sunday, September 14 at 12Noon EST.
- Visit [www.wis.esca.org](http://www.wis.esca.org) for more information.



## REMINDER



Click  
graphic  
for link!

- No children under the age of 18 are permitted access to the NRPA Annual Conference.
- Please plan ahead so that you are able to fully participate in the NRPA Annual Conference.
- Please visit this [link](#) for full conference policies and terms of registration.

# NO PHOTOGRAPHY OR VIDEO RECORDING



- Only the NRPA Conference Photographer or NRPA staff are allowed to take photos of exhibitors' booths.
- No photographer or video recorder will be allowed to be on the exhibit hall floor.
- We will escort them out of the exhibit hall if found and can affect booth placement next year.

# WHAT YOU NEED TO EXHIBIT



- Provide a certificate of liability. Email the *insurance requirements* to your broker. Or you can purchase through AHT / Baldwin Group



- You must carpet or provide flooring for your entire booth. You can bring your own or rent it from Hargrove but you must *notify them*.

Click on image to download information



- Review the *NRPA Booth Guidelines* and Diagrams to ensure you do not exceed height limitations and use of space

# BEWARE OF EXHIBITOR SCAMS



- Unfortunately, year-over-year NRPA receives reports of third-party companies soliciting business from exhibiting companies, including the selling of attendee lists, hotel rooms, display installation and more. Go here for more information.
- NRPA does not sell its exhibitor or attendee lists.
- See below our official third-party providers.



- Housing & Registration



- Exhibitor Invoices
- Booth Selection
- Digital Online Profiles



- Audio-Visual



- Official Show Contractor



- If you do not have commercial liability, you can purchase through AHT.



# STANDARD LINEAR BOOTH



- Standard Linear Booth (most exhibitors). Might have 1 or 2 booths.
- Comes with pipe and drape and a standard ID sign with company name.
- It does not come with carpet, tables, chairs, electrical. All items in booth are the responsibility of the exhibitor.

- *Each 10x10 receives 5 booth staff badges and 2 guest passes. If you have more than 1 booth, you multiply this.*
- *Each exhibitor receives 1 complimentary opening night reception ticket, and 1 full conference pass*

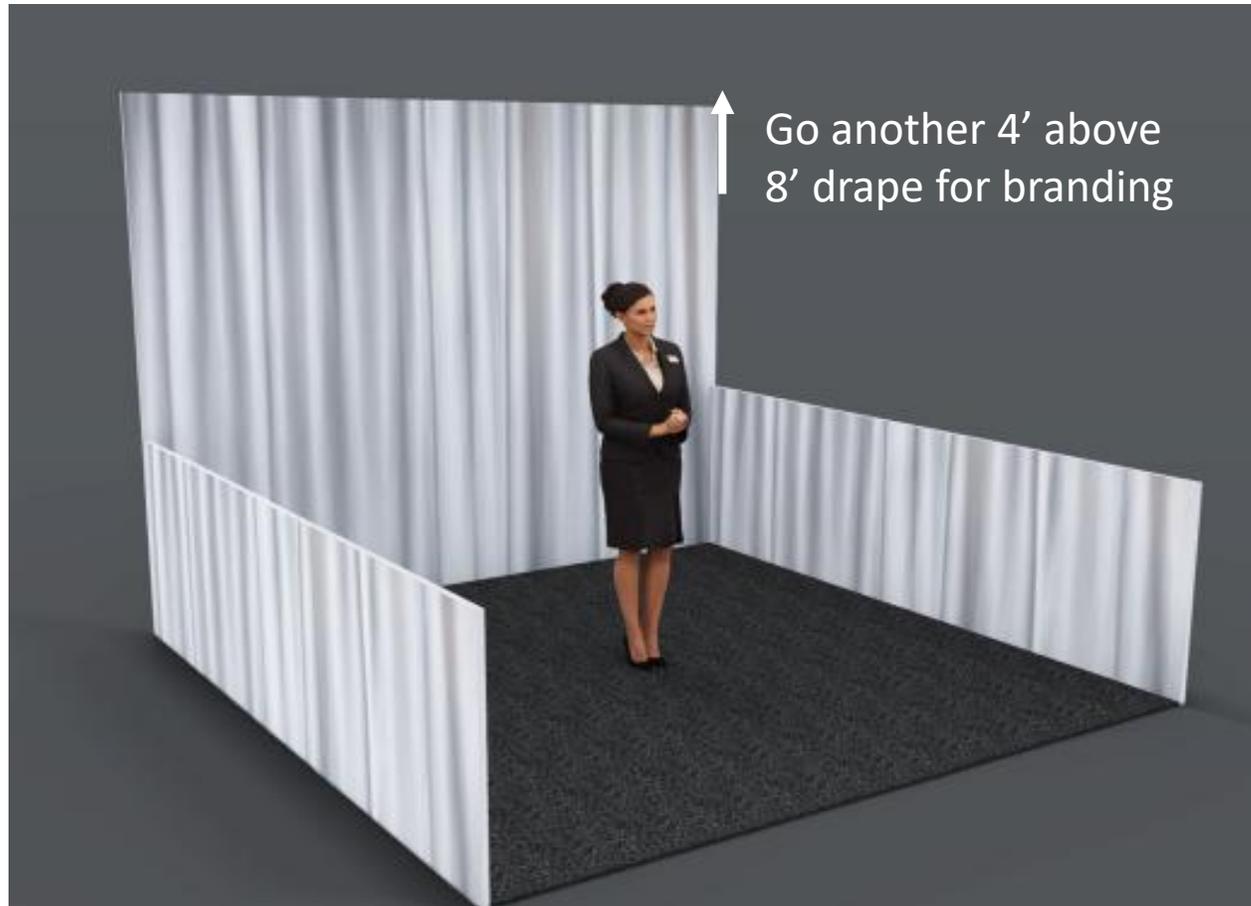
# STANDARD LINEAR CORNER BOOTH



- Excludes one 3' side curtain to maximize visibility and traffic from aisles.
- Comes with pipe and drape and a standard ID sign with company name.
- It does not come with carpet, tables, chairs, electrical. All items in booth are the responsibility of the exhibitor.

- *Each 10x10 receives 5 booth staff badges and 2 guest passes. If you have more than 1 booth, you multiply this.*
- *Each exhibitor receives 1 complimentary opening night reception ticket, and 1 full conference pass*

# STANDARD PERIMETER LINEAR BOOTH

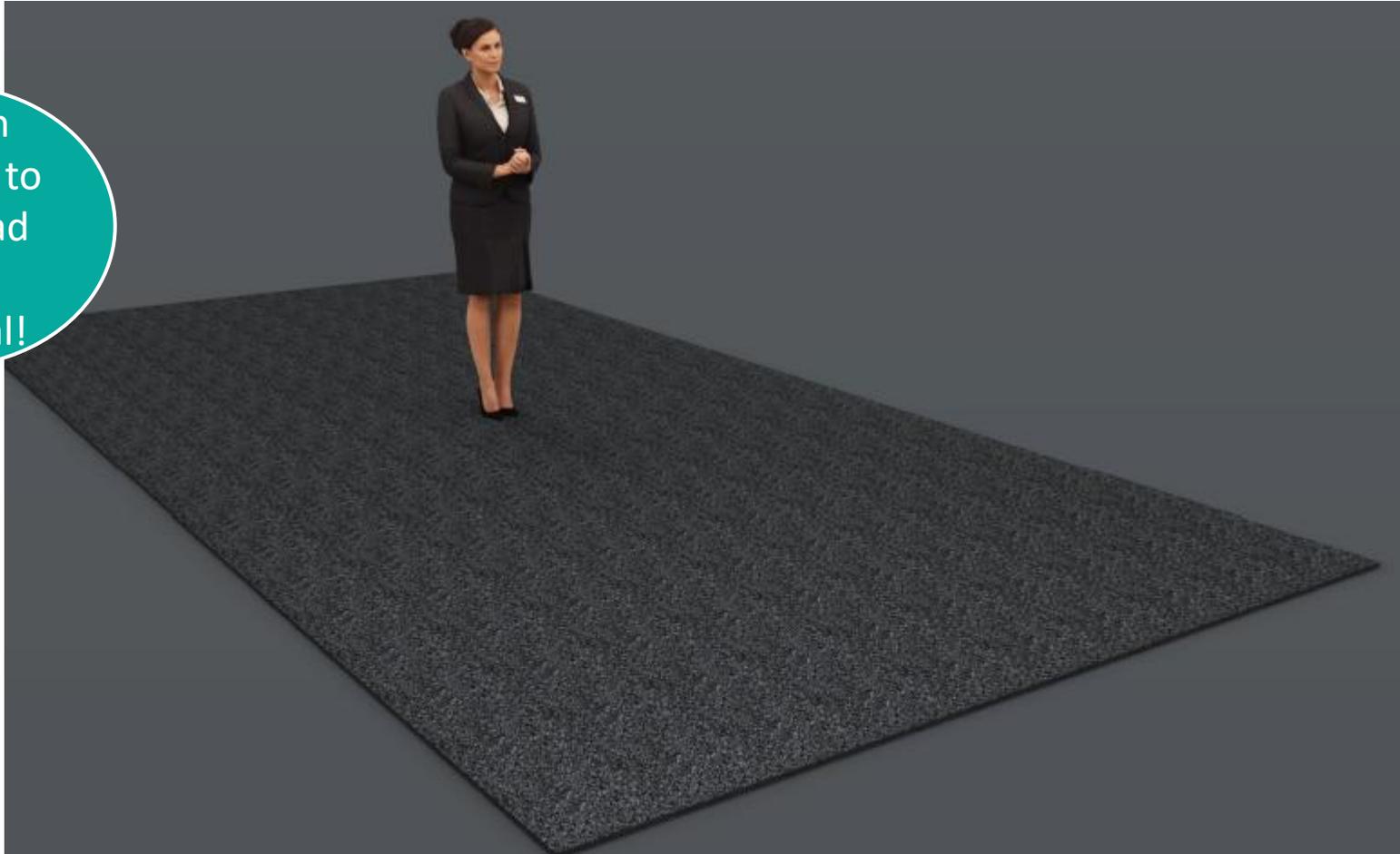


- Standard Linear Perimeter Booth can go as high as 12' not 8'. Recommend using signage so attendees can see branding.
- Comes with pipe and drape and a standard ID sign with company name.
- It does not come with carpet, tables, chairs, electrical. All items in booth are the responsibility of the exhibitor.

- Each 10x10 receives 5 booth staff badges and 2 guest passes. If you have more than 1 booth, you multiply this.
- Each exhibitor receives 1 complimentary opening night reception ticket, and 1 full conference pass.

## STAND-ALONE BOOTH - 200' SQF+

Click on  
Graphics to  
download  
Booth  
Approval!

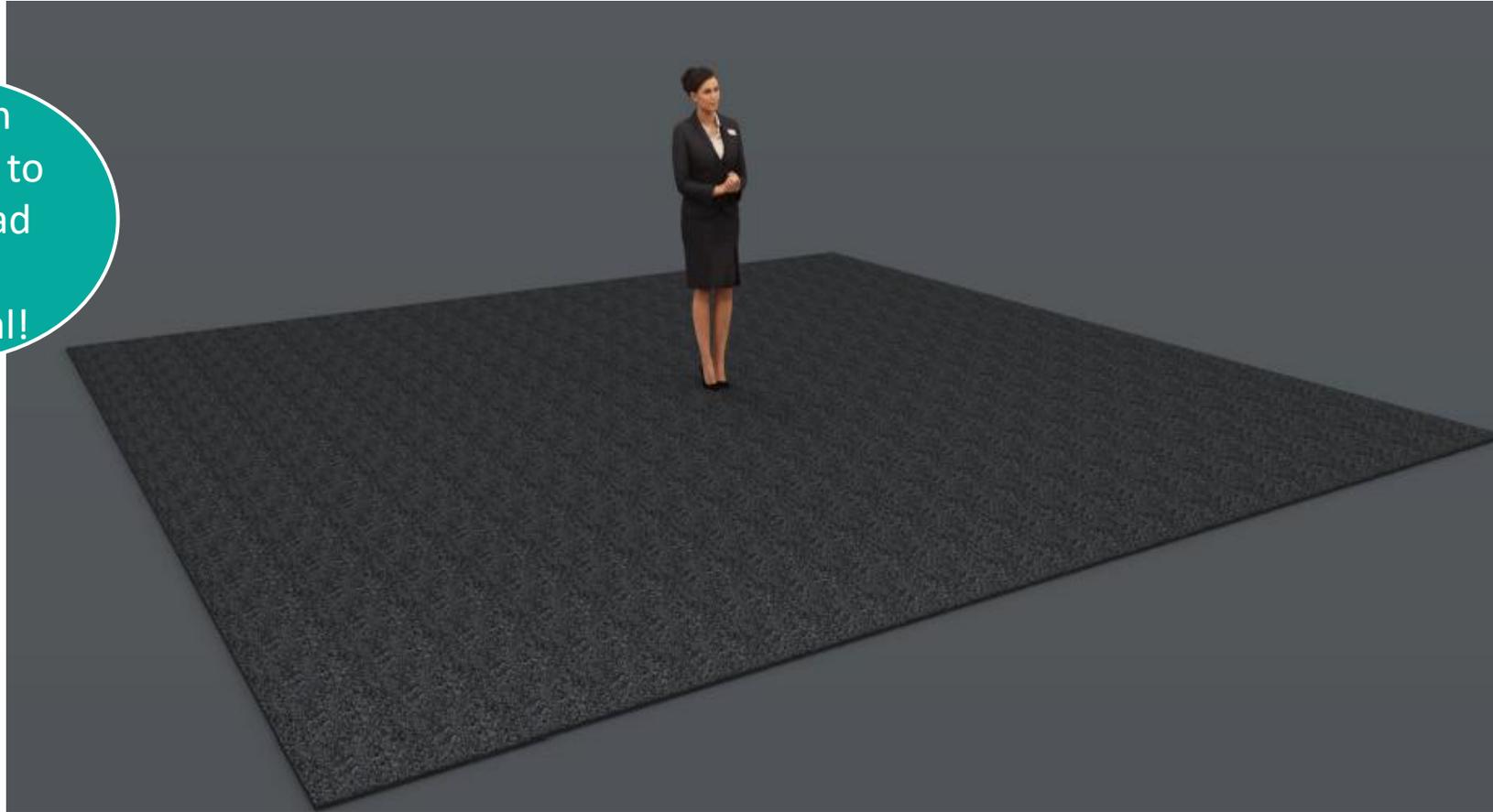


- We have a small amount of these booths but are typically 10x20s that do not have neighbors.
- Stand-Alone Booths do not come with anything and can go as high as 12'
- Stand-Alone Booths are not allowed to have a hanging sign.
- Stand-Alone Booths need to complete the booth approval form by **Friday, June 20**. Please ensure all measurements are shown on the drawing.

- Each 10x10 receives 5 booth staff badges and 2 guest passes. If you have more than 1 booth, you multiply this.
- Each exhibitor receives 1 complimentary opening night reception ticket, and 1 full conference pass

# ISLAND BOOTH - 400' SQF+

Click on  
Graphics to  
download  
Booth  
Approval!



- Island Booths do not come with anything and can go as high as 27'
- If you have a hanging sign, there must be 4' of open air between the tallest structure and the hanging sign.
- Island Booths need to complete the booth approval form by **Friday, June 20**. Please ensure that drawings have all measurements on them.

- Each 10x10 receives 5 booth staff badges and 2 guest passes. If you have more than 1 booth, you multiply this.
- Each exhibitor receives 1 complimentary opening night reception ticket, and 1 full conference pass

**THANK YOU!**

