



NRPA LINEAR/INLINE EXHIBITORS' WEBINAR

Conference: September 16-18

Exhibit Hall: September 16-17





MEET YOUR TEAM



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- **Melissa Hunter**
- Customer Service
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- **Angela Ragno**
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Manager
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TODAY'S DISCUSSION

- Exhibitor Badge Registration Update
- Event Schedule
- Important Exhibitor Information
- NRPA Inline/Linear Booth Diagrams and Rules
- Booth Violation Examples
- Approved Booth Examples
- Q&A

EXHIBITOR SCHEDULE

DATE	TIME	ACTIVITY
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



HAT?

WHEN

WHERE?

UPCOMING DEADLINES

- **Reminder: Monday, May 12**
Exhibitor Housing and Registration opened. Go **here** to reserve your hotel room.
- **MCI Lead Retrieval**, first advance rate ends on **Friday, June 27**. Access by going to your **exhibitor console**, entering your alpha numeric password, and launching registration.
- **Download** the Exhibitor Checklist to stay on track!
- Visit your **Event Portal** to see upcoming tasks and deadlines.

Click on
bold
underline
for links!

Click
graphic
for link!



REMINDER

- 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.

Click on
Graphics to
download
information

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**.



- Review the **NRPA Booth Guidelines, pages 11-12** and Diagrams to ensure you do not exceed height limitations and use of space.

INLINE BOOTH DIAGRAM AND RULES

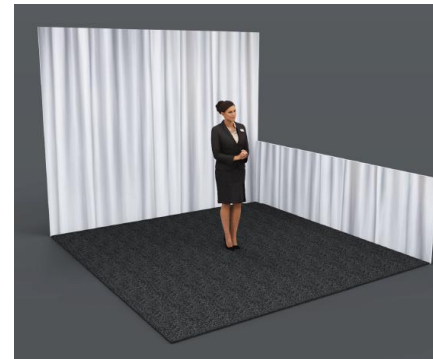
Inline, Corner and Perimeter Booths

- Booths in increments of 10' x 10'
- Neighbors on either side and behind for inline, neighbors on one side and behind for corners, neighbors on either side for perimeters with no neighbors behind your space
- Booth Diagrams, Guidelines and Show rules can be found by clicking here [2025 NRPA Booth Diagrams Download, pages 3-5.](#)

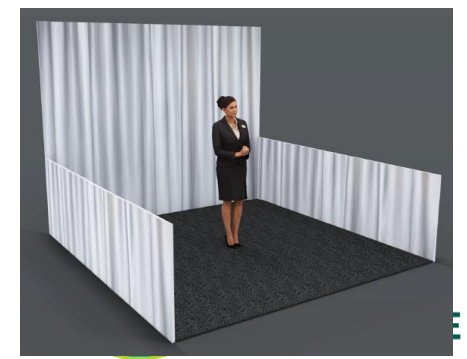
Inline



Corner



Perimeter





INLINE, CORNER AND PERIMETER BOOTHS

What's Provided:

- 8'h Pipe and Drape Backwall - white
- 3'h Pipe and Drape Side Curtains – white (*if you are on a corner, you will not have the 3' side curtain on the open end*)
- One (1) 7" x 44" single – line ID sign per exhibitor

What's NOT Provided:

- *All other equipment and services are the responsibility of the exhibitor*
- *Flooring is the responsibility of the exhibitor and is REQUIRED. Flooring must completely cover contracted space*





INLINE, CORNER AND PERIMETER BOOTHS

Rules:

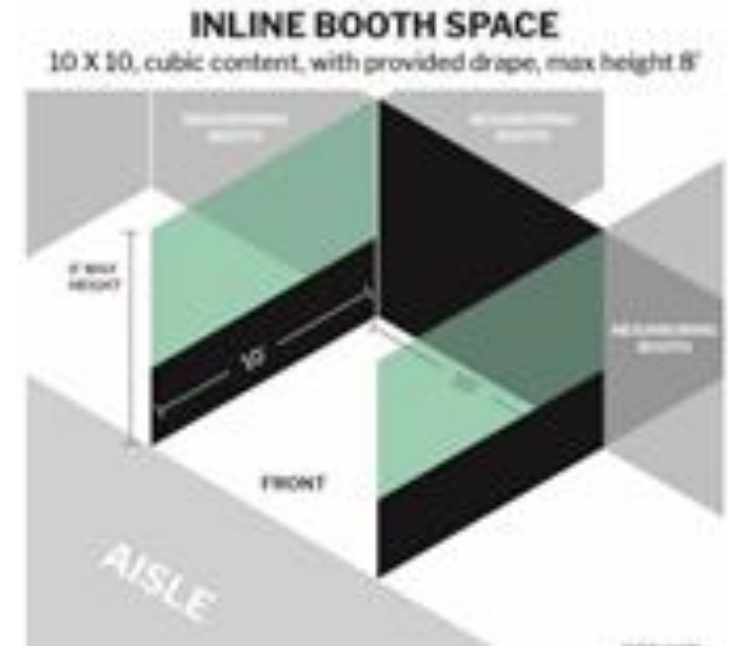
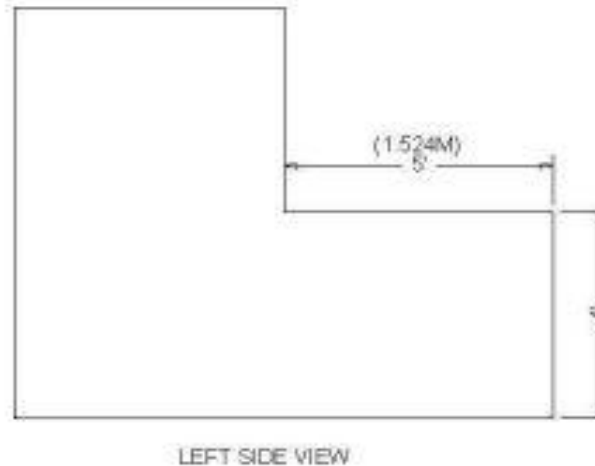
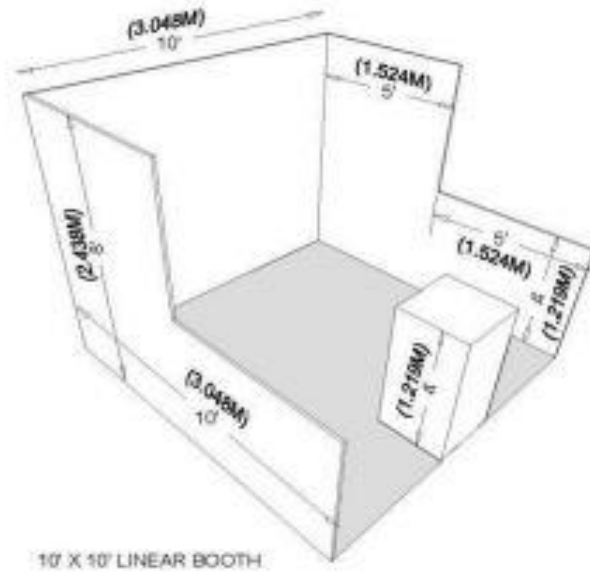
- The maximum height of 8 feet is allowed only in the rear half of the booth space, with a 4-foot height restriction on all materials in the remaining space forward to the aisle. When three or more linear booths are used in combination as a single exhibit space, the 4-foot height limitation is applied only to the portion of exhibit space that is within 10 feet of an adjoining booth. Only Perimeter booths are allowed to go up to 12feet high in the back 5 feet.
- All exposed exhibit components above the 3foot high pipe and drape sidewalls and/or the 8-foot-high pipe and drape must be finished, painted and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.

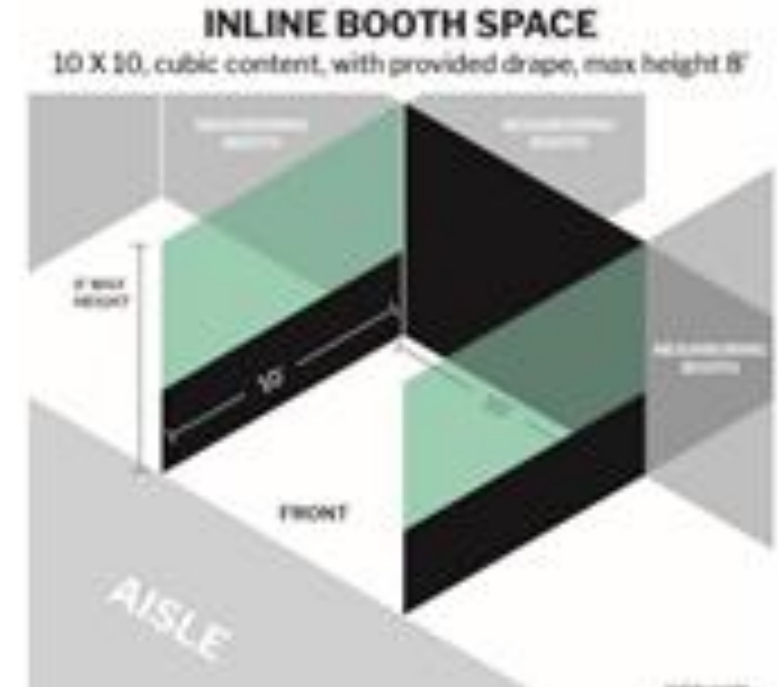
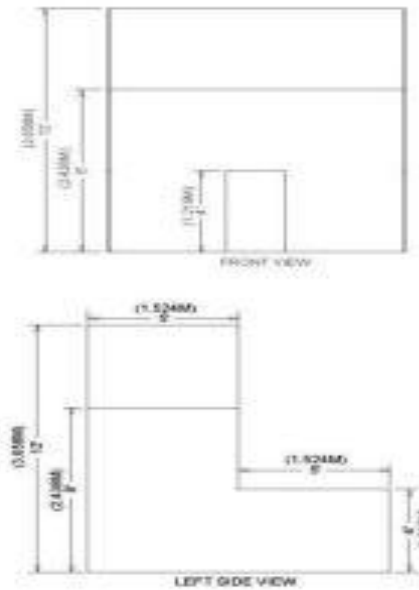
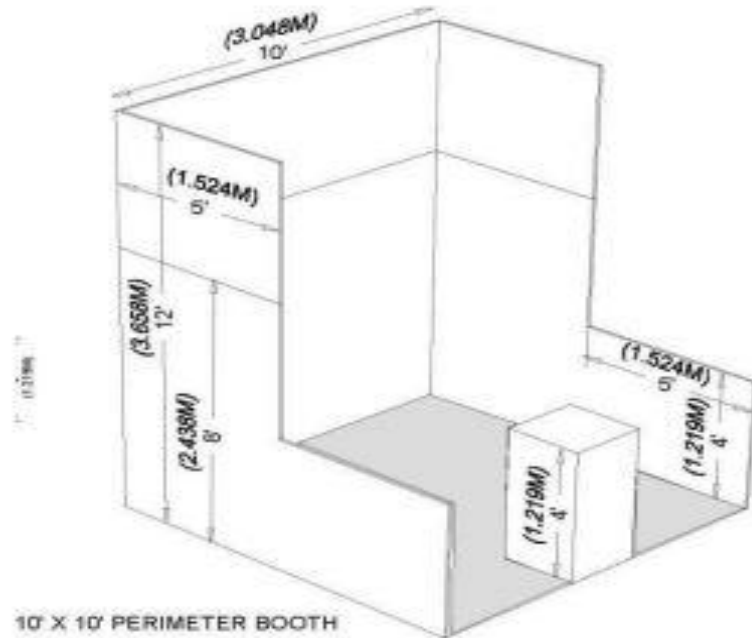


VEHICLE DISPLAYS

- Motorized vehicles within the exhibit halls are permissible, provided each vehicle can be defined as a vehicle that is propelled by an internal combustion engine using a Class I or Class II fuel, such as, but not limited to automobiles, trucks, motorcycles, aircraft, watercraft, and lawnmowers.
- Tractors/trailers, cabs/trucks or other gas/diesel power equipment with motors idling are not permitted in any OCCC exhibit halls, as appropriate ventilation is not available.
- Please notify Hargrove of any vehicles that will be displayed in your booth. Include whether they are electric or gas powered. You must be logged in to access the form. [Vehicle Display Link](#)

INLINE/CORNER BOOTH DIAGRAMS





BOOTH VIOLATION EXAMPLES

Header above 8'h



Banner stands/ items taller than 4' in front 5' of booth

BOOTH VIOLATION EXAMPLES

Truss to the front aisle



Wall is taller than 4' in front
5' of booth. Items at edge
of booth (needs to be 6"
inside)

BOOTH VIOLATION EXAMPLES

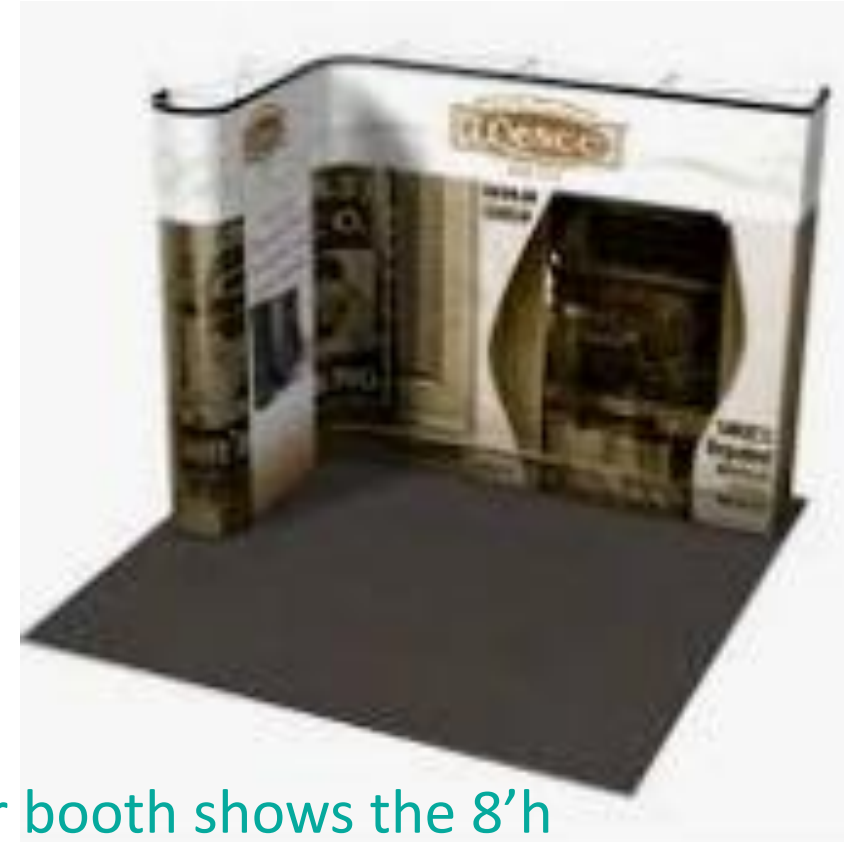
No tents unless it is your product and is approved by show management



Corner booth cannot have a full 8'h wall. It can only be 8'h in the back 5' of the booth.

APPROVED BOOTH EXAMPLES

Walls are 8'h in the back 5' of the booth. Front booth elements are no taller than 4'h.



Corner booth shows the 8'h wall only in the back 5' of the booth.

APPROVED BOOTH EXAMPLES

Perimeter booth with 12'h header.



Booth with 8'h walls, items 6" off the aisle edge.

APPROVED BOOTH EXAMPLES



Sidewall shows the 8'h back 5' section and 4'h front 5' section and a closet in the space. We would ask the reception counter be off the edge of the aisle



Banner stands used in the back of the booth. Items are 6" off the wall.

THANK YOU