



# NRPA ISLAND EXHIBITORS' 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**
- **Show Floor Logistics**  
**Manager**
- [aragno@nrpa.org](mailto:aragno@nrpa.org)
- 407.808.2352





# TODAY'S DISCUSSION

- Event Schedule
- Important Exhibitor Information
- NRPA Island Booth Diagrams and Rules
- Island Booth Review Process
- Booth Violation Examples
- Approved Booth Examples
- Q&A


# 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



# REQUESTING EARLY-MOVE IN

Click on graphics for URL to Hargrove




Event Search | Help | My Account

Request Access  
Login

2025 NRPA Annual Conference

Venue: Orange County Convention Center

September 14 - 18, 2025



ORDER HARGROVE SERVICES

Hargrove Rental Booths

Furniture & Accessories

Floor Coverings

Booth Cleaning

Signs & Graphics

Retractable Banners

Specialty Furniture

Shipping & Material Handling

Early Move-In Request


EVENT HOME

KEY CONTACTS

ADDITIONAL SHOW SERVICES

MATERIAL HANDLING

Deadline:





HAT?

WHEN

WHERE?

## UPCOMING DEADLINES

- Monday, May 12, Exhibitor Housing and Registration opened.
- 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

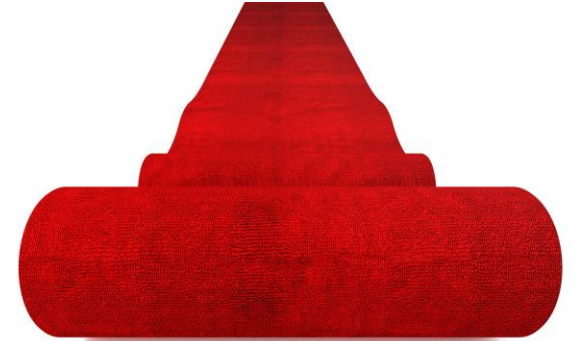
# WHAT YOU NEED TO EXHIBIT



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

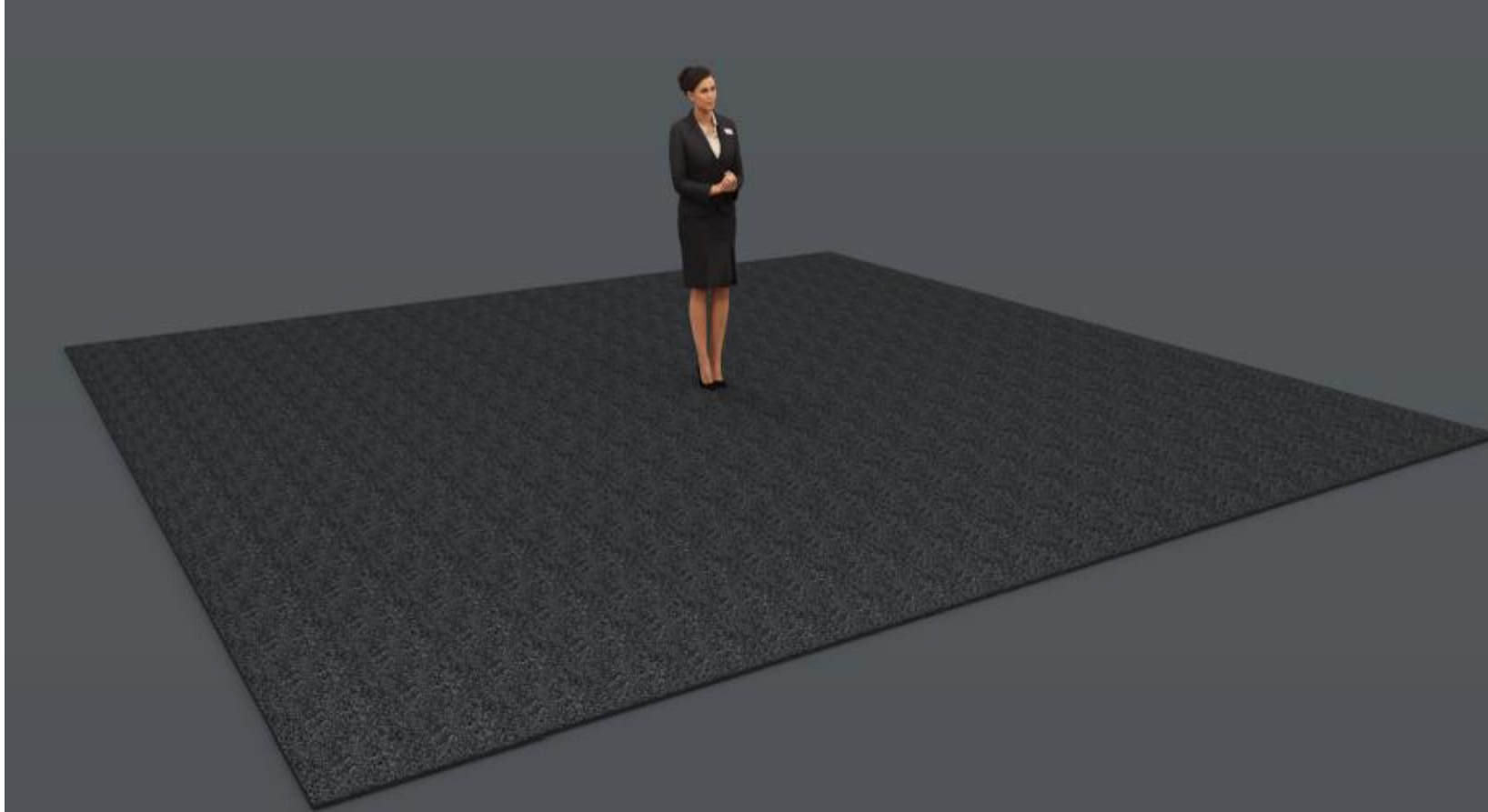


- Review the **NRPA Booth Guidelines, pages 11-12** and Diagrams to ensure you do not exceed height limitations and use of space.



- 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**.

# ISLAND BOOTH – 400' SQF+



- No Pipe and drape provided.
- Height restriction is 27' from floor to the top of the signage/structure.
- 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.



# ISLAND BOOTH

## What's Provided:

- Raw 20x20 or larger space only
- Island booths are any booth exposed to an aisle on all four sides

## What's NOT Provided:

- All equipment and services are the responsibility of the exhibitor
- Flooring is the responsibility of the exhibitors and is REQUIRED.
- No drape or ID sign.
- All booths 400 SQF and higher are required to submit drawings/schematics with exact height and widths to show management for approval by Friday, June 20.

[Island booth approval form download link](#)

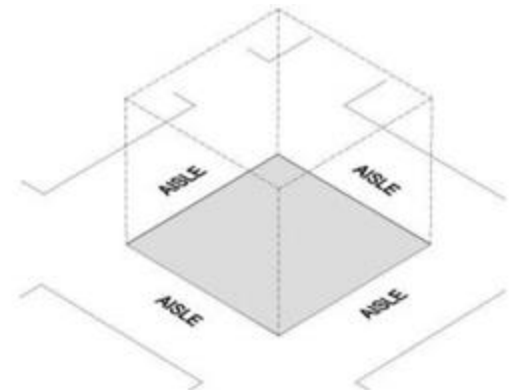




# ISLAND BOOTH

## Rules:

- The maximum height of 27 ft is allowed for all structures/hanging signs in the booth from floor to top of signage. There must be a variance of 4 feet between structures and hanging signs
- All exposed exhibit components 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.
- No canopies, ceilings, pop up tents or products taller than 8ft are allowed without show m permission.
- All products/structures must remain 6" in from the aisle.
- No floor to ceiling banners are allowed





# MULTI-LEVEL AND COVERED EXHIBITS

- Multi-Level Booth: To construct a level or tier atop an exhibit or portion of an exhibit, with the intention of being occupied by one (1) or more persons.
- Covered Booth: To place something over or upon an exhibit or portion of an exhibit (roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of the “covered” exhibit is not occupied.
- Multi-Level Booths, regardless of square footage, and Covered Booths exceeding 300 square feet require additional approval and fire watch preparations prior to their acceptance on the exhibit hall floor by the OCCC.
- All drawings will be reviewed by NRPA and then OCCC. Please ensure you have all measurements/details that OCCC requires when submitting your booth approval. [Island booth download link](#)
- For all rules click on [OCCC Multi-Level & Covered Booth Conditions Link](#)



## ISLAND BOOTHS 400 SQF + BOOTH APPROVAL FORM

To ensure visibility for all exhibitors at the 2025 NRPA Annual Conference, exhibiting companies occupying 400' SQF+ as an island booth or their exhibit is a structure, must complete this form and provide a detailed drawing or schematic of your booth layout for approval. All forms and drawings/schematics must be returned to NRPA by Friday, June 20. All booths must follow the NRPA Booth Rules and Diagrams.

Exhibitor **Exhibitor ABC** Contact **First /Last Name**  
Booth # **tbd** Phone **xxx-xxx-xxxx** Email **name@company.com**

### STRUCTURE INFORMATION:

Please include in your drawings/schematic the exact height, depth, and width of structure towers, graphic panels, truss, products, etc. The requests will not be approved unless this information is provided to Show Management. Height restrictions in the exhibit hall are strictly enforced by the Fire Marshal. (Height restrictions/requirements can be found in the NRPA Booth Rules and Diagrams). Email submission of this form to [exhibits@nrpa.org](mailto:exhibits@nrpa.org).

### FOR NRPA USE

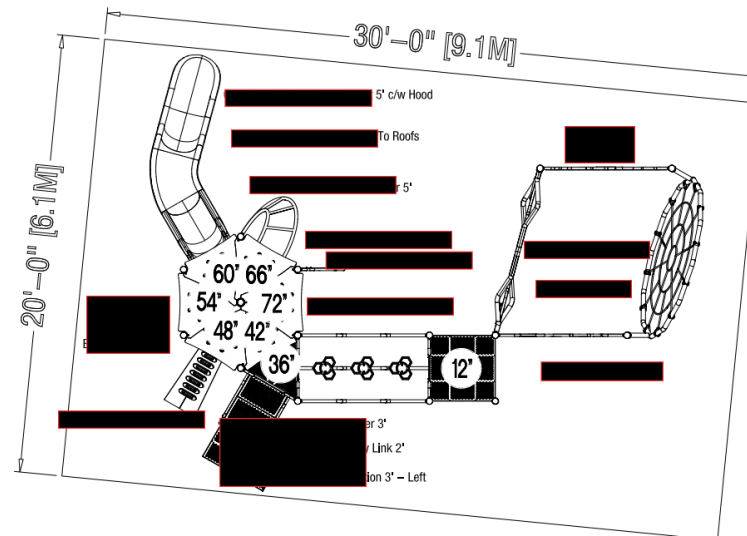
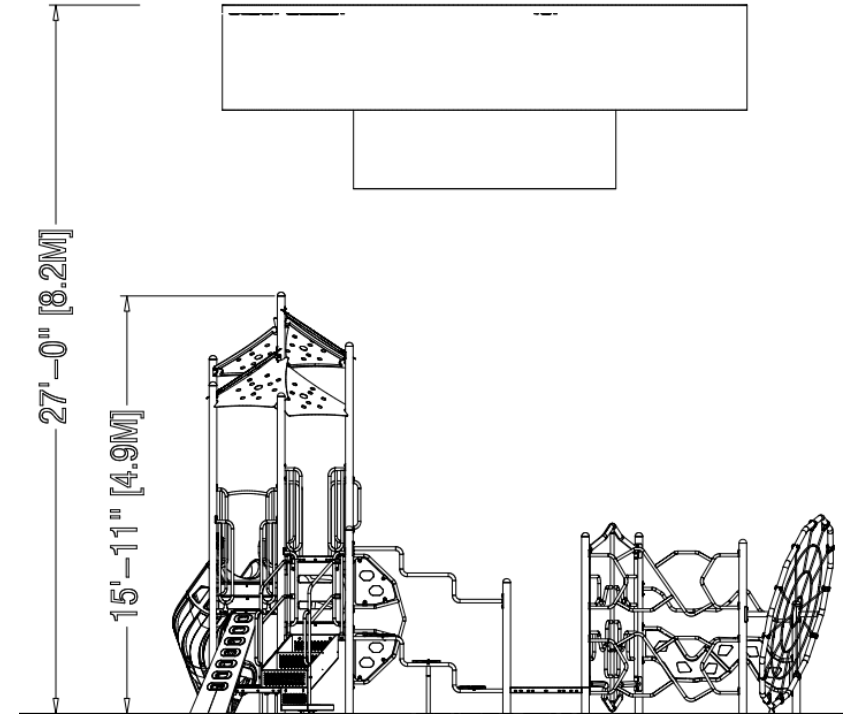
- ☐ Booth Approved by Show Management  
☐ Booth Approved by Show Management with modifications as indicated below.  
☐ Booth Unapproved by Show Management

Show Management Signature \_\_\_\_\_ Date \_\_\_\_\_

All approvals/disapprovals will be acknowledged in writing by Show Management. Once on site, Show Management will inspect booths that require approval. If the booth is not in accordance with the approved specifications, the exhibitor will be required to alter or remove the booth at the exhibitor's expense. **Booth approvals are valid for the 2025 event only.**

DEADLINE: Friday, June 20

Questions? Contact Joanna Walling at 321-446-4922 or email [jwalling@nrpa.org](mailto:jwalling@nrpa.org)





# 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.
- Notify Hargrove by logging into your Hargrove online account > Shipping & Material > Vehicle/Machinery Spotting Service Request > \$275 Per Axle Round Trip.



# ISLAND BOOTH REVIEW PROCESS

It is **EXTREMELY** important that all sizes are on drawings – heights, widths, depths for any element in the booth.

## NRPA Approval

All island booths must be submitted to show management by June 20, 2025.

## Fire Marshal Approval

Multi-level or Covered/Enclosed exhibit booth plans must be reviewed and approved by the Fire Marshal at the prevailing rates. Fire marshal requires 60 days prior to move in for review.

Early move-in is available for certain island booth and is by appointment only. To request an early-move-in, visit your Hargrove online account to make the request or email them at [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com).





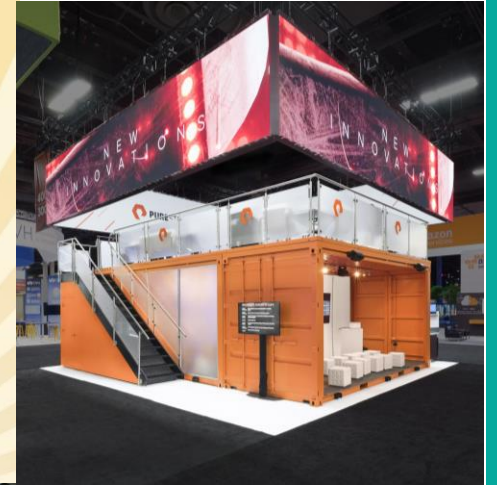
# BOOTH VIOLATION SAMPLES



Do not have  
crowds in the  
aisle



Structures at edge  
of booth. Feet to  
structure into the  
aisle



No Pop-up tents,  
unless they are  
your product



No 4' variance  
between  
hanging sign  
and structure

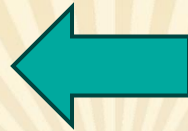


Multi-level will need  
approval. Maximum  
cannot be taller than  
27'h, 25% visibility

# APPROVED BOOTH SAMPLES



Booth elements  
6" off the edge of  
the booth



Has at least 25%  
visibility through  
the booth



Double decker  
approved..



Hanging sign to  
structure has 4'  
open space



Approved design:  
Open tall structure  
ground supported.  
Full visibility





# THANK YOU