# 2025 NRPA ANNUAL CONFERENCE

# Exhibitor Checklist

| Housing and Registration | Opening: |
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| ☐ Exhibitor Housing | https://www.mcievents.com/nrpa2025/ |
| ☐ Exhibitor Registration | https://www.mcievents.com/nrpa2025/ |
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| **Show Requirements** | **Due Date:** |
| ☐ Booth Approval Forms (400+SQF or Stand-Alone) | Friday, June 20 |
| ☐ Certificate of Insurance | Friday, July 11 |
| ☐ Online Booth Profile in Event Portal | Tuesday, July 1 |
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| **Hargrove Orders** | **Due Date:** |
| ☐ Advanced Shipping Dates | Tuesday, August 12-Tuesday, September 9 |
| ☐ Advanced Order and Rental Booth | Thursday, August 14 |
| ☐ Rental Booth Art Submission | Thursday, August 21 |
| ☐ Carpet and Online Ordering Discount Ends | Thursday, September 4 |
| ☐ Direct Shipping Begin Date | Sunday, September 14 (begins at 8 am) |
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| **Additional Services** | **Deadline:** |
| ☐ A/V | Early Bird: 8/18 <br> Final: 9/8 |
| ☐ Catering | See form for more details |
| ☐ Lead Retrieval <br> *It is recommended if you do order Lead Retrieval to order it through Exhibitor Registration* | Early Bird Rate: 6/27 <br> Advance Rate: 8/1 <br> Regular Rate: 8/2 |
| ☐ Floral | See form for more details |
| ☐ Internet | Friday, August 22 |
| ☐ Electrical | Friday, August 22 |
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