



Setting Yourself Up for Success

Conference: September 16-18

Exhibit Hall: September 16-17





MEET YOUR TEAM



- **Ruth Wheeler,**
Exhibits and
Sponsorships
- rwheeler@nrpa.org
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- **Melissa Hunter**
- **Customer Service**
questions
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- **Angela Ragno**
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Manager
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TODAY'S DISCUSSION

- Resources and Information
- Badge Information
- Keeping You Informed
- Networking
- Promoting Your Presence

RESOURCES & INFORMATION



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	3:00 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



** Exhibitors can come as early as 8AM on Tuesday & Wednesday*

REMINDERS

- *Friday, June 20*, booth approvals were due for **island** and **stand-alone** exhibitors.
- *Friday, June 27*, **MCI Lead Retrieval** advance rate ends. Access through your exhibitor console **online account**.
- *Friday, July 1*, complete online profile in your **Event Portal** by visiting your exhibitor hub.
- *Friday, July 11*, submit your **certificate of insurance** to **exhibits@nrpa.org** or upload in your exhibitor hub.
- *Tuesday, August 12*, **advance shipments** begin.
- **Download** the Exhibitor Checklist to stay on track!

Click on
bold
underline
for links!

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 and Diagrams to ensure you do not exceed height limitations and use of space

Click on image OR bold underline to download information



- 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.

BE SURE TO REVIEW IMPORTANT DOCUMENTS



Click on
image OR
bold
underline to
download
information



Expo: September 16-17
Conference: September 16-18



NRPA BOOTH DIAGRAMS & RULES



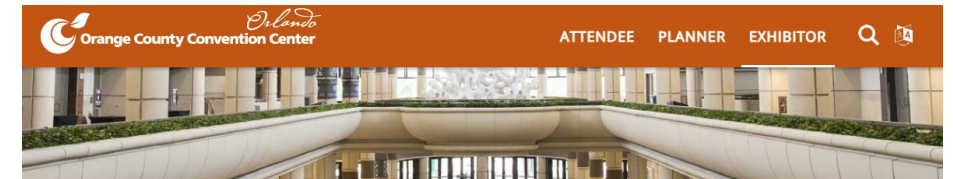
Exhibitor Service Manual

2025 NRPA Annual Conference
Tuesday, September 16 - Wednesday, September 17, 2025



Hargrove | General Service Contractor

HARGROVE EXHIBITOR SERVICE MANUAL



Guidelines & Information

The Orange County Convention Center (OCCC) exclusively provides the following services for the benefit of event planners and exhibitors. It is important to review the Center's guidelines before exhibiting to make your event successful and to run as smoothly as possible.

Click the different PDF links to learn more about our services and their respective guidelines.

If you need any additional assistance, please feel free to email or call the Exhibitor Services team at (800) 345-9898 or (407) 685-9824 from 8:00 am - 5:00 pm (EST) Monday-Friday.



Ordering & Payment
Information

[VIEW DOCUMENT](#)



Exhibitor/Exhibitor-Appointed
Contractor (EAC) Conditions

[VIEW DOCUMENT](#)



Fire Marshal
Regulations

[VIEW DOCUMENT](#)



Electrical
Guidelines

[VIEW PDF](#)



Rigging
Guidelines

[VIEW DOCUMENT](#)



Compressed Air, Gas, &
Plumbing Conditions

[VIEW DOCUMENT](#)

Guidelines & Information

Order Utility & Aerial Rigging
Services

Food & Beverage Services

A/V Services

Shipping & Print Services

Wi-Fi & Internet Services

Digital Signage

OCCC EXHIBITOR GUIDELINES & INFO



WHERE TO FIND STUFF!



- NRPA Exhibitor Resources Web Page(s) > Go to Exhibit > see supporting pages with information.
- Hargrove Event Home Page– If you do not an online account with Hargrove yet, email exhibitorservices@hargroveinc.com for your account information so you can order carpet and more.
- NRPA Event Portal – Click “login” and if you have never created a password, click on “forgot password/first-time login”. Go to Exhibitor Hub Page to upload branding, see tasks and featured links.
- Exhibitor Account, enter your alpha numeric password.
 - Pay your booth balance
 - Download sponsorships
 - Launch your exhibitor badge registrations, and lead retrievals
 - Can go to event portal from here, too.

Click on
image OR
bold
underline
download
information



POV – PERSONAL OWNED VEHICLES

- If you decide to drive your car, SUV, or pick truck (POV), please arrive to the marshaling yard and let them know you are unloading your vehicle yourself.
- You will be billed for material handling services IF you are in any of the vehicles listed below or a more extensive one. Please review union rules for material handling.



CONSOLIDATE FOR ADVANCE SHIPMENTS = SAVE \$

- Advance shipments begin on August 12 and end on September 9.
- If you ship to the advance warehouse, please be sure to consolidate your shipments. Each separate shipment is charged a minimum fee of 200 LBS.



Go to Shipping Information for easy to print labels and more information!

BADGE INFORMATION



EXHIBITOR BADGE REGISTRATION TYPES PER 10X10

➤ ***Booth Staff Badges***

- Includes 5 complimentary badges per 10x10 booth.
- Grants access to the exhibit hall during open hours, move-in and move-out hours.

➤ ***Guest Passes***

- Includes 2 complimentary passes per 10x10 booth.



Avoid lines
and pick up
your badge
beginning
Sunday, 9/14
at 12NOON

EXHIBITOR BADGE REGISTRATION TYPES

PER COMPANY

- **Full Exhibitor Conference Pass - ONE per exhibiting company**
 - **Strongly recommend** you sign up one staff person for this badge type as it will allow access to more events. Also grants access to move in and move out hours.
 - You receive 1 complimentary pass per exhibiting company (regardless of booth size).
 - Grants access to all sessions and one complimentary opening night reception ticket.

- **Opening Night Reception Ticket - ONE per exhibiting company**
 - Includes 1 complimentary ticket per exhibiting company.
 - **IF** you do not register for Full Exhibitor Conference Pass, no registration needed; tickets are distributed on-site at the registration desk.
 - Additional tickets for Tuesday's evening reception at Universal can be purchased during the registration process under "Ticketed Events" and are \$155 each. (*This event sells out early!*)

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at 12NOON

BADGE COLORS – WHAT DO THEY MEAN

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

* not pictured – teal –
Daily, Training Only,
Spouse or Press

Attendee Full Package



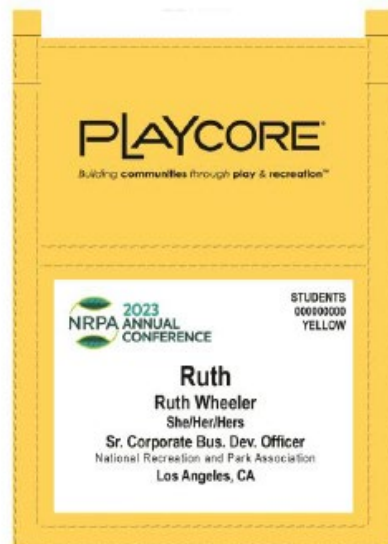
Speakers



Expo Only



Students



NRPA Staff/Vendors



Exhibitor



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 for more information.



KEEPING YOU INFORMED!



BEWARE OF SCAMS! OFFICIAL NRPA VENDORS



NRPA service contractor, manages on-site logistics and more.



NRPA housing provider, registration, and lead retrieval



NRPA audio-visual provider.



NRPA online software platform for exhibitors.



NRPA's host facility.



NRPA commercial general liability coverage provider.



ATTENDEE LIST SCAMS

- We do not sell or make attendee available to third party providers.
- Premium exhibitors can request pre or post conference registration list for direct mail, but we do not release the lists to you.
- All exhibitors can purchase an email to send either 4 weeks before or 4 weeks post conference (\$1,500), but we do not release the list to you. Inventory is limited.



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.



F&B IN BOOTH WITH ALCOHOL



- All events where alcohol is present will be reviewed by the OCCC Security Manager or designee to determine appropriate law enforcement coverage.
- Any request to serve alcohol must be made through the Center's exclusive food and beverage provider, Sodexo Live!
- Exhibitors ordering alcohol for service in their booth need to be prepared to be assessed and potentially incur fees for security.



NETWORKING

NETWORK FOR FREE*



Opening General Sessions

Tuesday & Wednesday, 9:00 am – 10:30 am



Best of the Best Ceremony, Hyatt Regency

Wednesday, 6:00 pm – 7:00 pm Ceremony

Wednesday, 7:00 pm – 8:00 pm Reception

****Requires Full Exhibitor Conference Pass
Badge Type***



NETWORK FOR FREE*



NRPA Member Network Meetings

- Leadership Development Networking,
Monday, 2:45 pm – 3:45 pm
- Young Professionals Networking
Monday, 6:30 pm – 8:00 pm
- Parks for All, Tuesday, 4:00 pm – 5:00 pm
- Aquatics, Tuesday, 4:00 pm – 5:00 pm



****Requires Full Exhibitor Conference Pass Badge Type***



NETWORK OPPORTUNITIES*



*NRPA Opening Night Reception

➤ Theme Park, 7:00 pm – 9:00 pm

**ONE FREE ticket per exhibiting company. Event sells out, but additional tickets are \$155 and purchased during registration process under ticketed events.*



PROMOTING YOUR PRESENCE



PROMOTE YOUR PRESENCE



Download the NRPA
Exhibitor Toolkit
Download the NRPA
Conference Graphics



SPONSORSHIPS



Boost Your Visibility with Sponsorships

Click on bold
underline to
download
information

- Take your conference presence beyond the exhibit floor! Explore our latest **sponsorship opportunities** by **downloading** the brochure.
- Starting at **\$2,500** you can be promoted as a NRPA conference sponsor!



TIPS FOR SUCCESS

GOALS AND BOOTH DESIGN



Inline
Corner
Perimeter
Island



Who are your
Neighbors

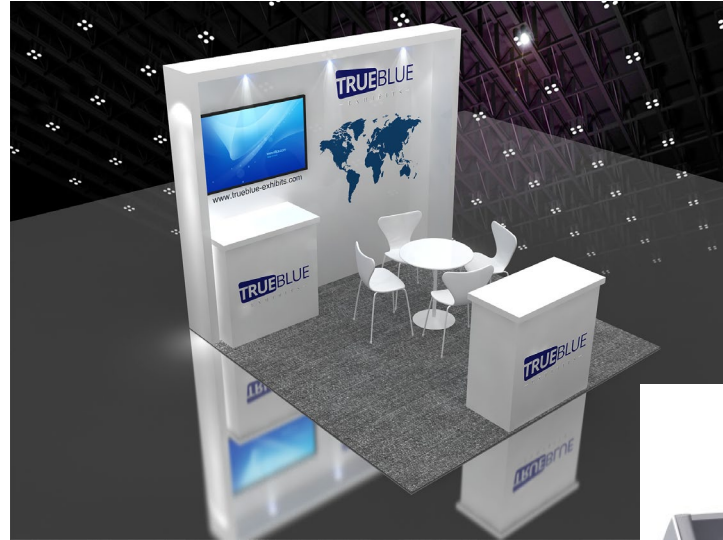
BOOTH RENTAL OPTIONS



Please contact Hargrove at
exhibitorservices@hargroveinc.com



CREATE A WELCOMING SPACE



STAY ON TOP OF EMAIL



STAFFING



GIVEAWAYS

Smartphone Wallet



photo sources: 4imprint

Reusable Water Bottles



Food and Drinks



USB Chargers

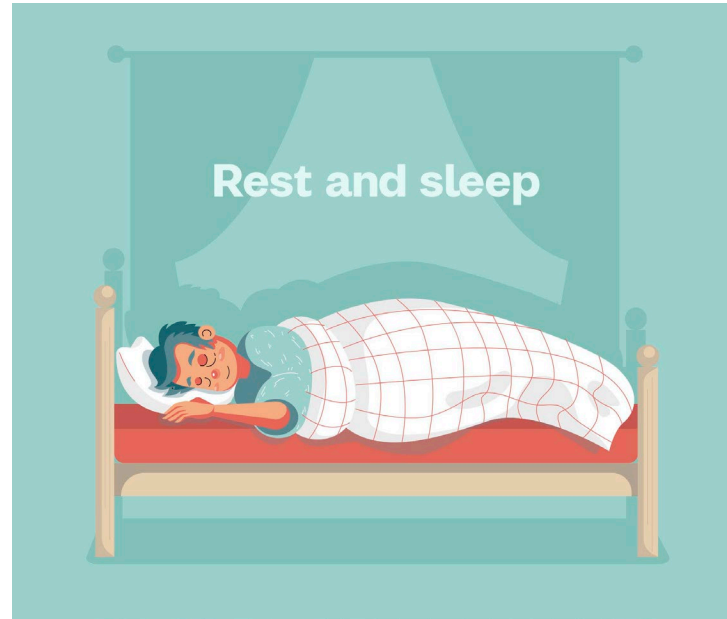


Audio Devices



PREPARE PHYSICALLY & MENTALLY

2023
NRPA ANNUAL
CONFERENCE



2025
NRPA ANNUAL
CONFERENCE

DRESS TO IMPRESS



MEET YOUR NEIGHBORS



THANK YOU!
QUESTIONS?