



Know Before You Go NRPA Exhibitor Webinar

Conference: September 16-18

Exhibit Hall: September 16-17





MEET YOUR TEAM



- **Ruth Wheeler,**
Exhibits and
Sponsorships
- rwheeler@nrpa.org
- 703.858.2178



- **Melissa Hunter**
- **Customer Service**
questions
- mhunter@nrpa.org
- 703.858.2199

- **Angela Ragno**
- **Show Floor Logistics**
Manager
- aragno@nrpa.org
- 407.808.2352





TODAY'S DISCUSSION

- Exhibitor Schedule and Logistics
- Reminders & Exhibitor Guidelines
- Registration
- OCCC Exhibit Hall and Conference Levels
- Navigating the Conference
- General Sessions
- Final Notes



Exhibitor Schedule and Logistics

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 a.m. – 4:30 p.m.	Move-In – All Exhibits *pick up badges at 12NOON
Monday, September 15	8 a.m. – 7:30 p.m.	Move-In – All Exhibits. Booths must be 100% set by 7:30 PM.
Tuesday, September 16	10:30 a.m. – 4:30 p.m. *you can enter exhibit hall by 8AM for final booth prep	Exhibit Hall Opens (exclusive hours from 10:30 AM – 1:00 PM)
Wednesday, September 17	10:30 a.m. - 3:00 p.m.	Exhibit Hall Opens (exclusive hours from 10:30 AM – 1:00 PM)
Wednesday, September 17	3 p.m.- 9:00 p.m.	Move-out begins – must be completely out by Thursday, September 18.
Thursday, September 18	8 a.m. – 4:30 p.m.	Move-out continues – must be completely out by 4:30 PM

NOTE: Overtime rates will be in effect all day Sunday. Overtime rates will be in effect after 5:00 PM. Outside carriers must be checked in on Wednesday, October 9 by 8:00 PM, or by Thursday, October 10 at 3:30 PM for all remaining outbound shipments.

ADVANCE SHIPPING

Advance shipments will be received at the warehouse:
Tuesday, August 12, 2025 - Tuesday, September 9, 2025.

Receiving Hours: Monday - Friday, 8:00 a.m. to 4:00 p.m.

Advance Shipping Address:
(Your Company Name & Booth Number)
2025 NRPA Annual Conference
c/o Hargrove
JM Freight
7580 Exchange Drive
Orlando, FL 3280

QUESTIONS ON SHIPMENTS: exhibitorservices@hargroveinc.com

NOTE: Advance shipments will be moved to show site on overtime and a 40% surcharge will apply.



DIRECT SHIPPING

Direct shipping will begin on **Sunday, September 14, 2025 at 8:00 a.m.**

Direct shipping address:
(Your Company Name & Booth Number)
2025 NRPA Annual Conference
c/o Hargrove
Orange County Convention Center
WA 1-4
9800 International Drive
Orlando, FL 32819

QUESTIONS ON SHIPMENTS: exhibitorservices@hargroveinc.com


NOTE: Direct shipments received before 8:00 a.m. or after 4:30 p.m. weekdays or during weekend hours, will be assessed a 40% overtime surcharge.



SHIPMENT INFORMATION

Pick-Up address:
Orange County Convention Center
WA 1-4
9800 International Drive
Orlando, FL 32819

Outbound shipping to be coordinated
with Hargrove. There is a FEDEX
Business Center onsite as another option
for smaller shipments

	TO: HARGROVE JM Freight 7580 Exchange Drive Orlando, FL 32809
2025 NRPA Annual Conference	
COMPANY NAME: _____	
BOOTH NUMBER: _____	
MUST BE RECEIVED BY: Tuesday, September 9, 2025 at 4:00 PM	
ADVANCE SHIPPING LABEL	

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂

	TO: HARGROVE Orange County Convention Center WA 1-4 9800 International Drive Orlando, FL 32819
2025 NRPA Annual Conference	
COMPANY NAME: _____	
BOOTH NUMBER: _____	
NO SHIPMENTS ACCEPTED BEFORE: Sunday, September 14, 2025 at 8:00 AM	
DIRECT SHIPPING LABEL	

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂



FEDEx BUSINESS CENTER

FedEx Office® Print and Ship Center

Located outside West Concourse Hall C

T: (407) 363–2831

F: (407) 363–4731

Email: usa3996@fedex.com

Label instructions:

FedEx Office Business Center
c/o Your Name; Booth Number
9800 International Drive
Orlando, FL 32819
Name of Show
Recipient's Cell Phone Number
OCCC Building and Hall

FedEx Office Shipping Instructions:

If you would like to ship directly to our FedEx Office® Print and Ship Center location (packages 150 lbs or less), a \$2-\$35 handling fee will be applied per package upon pickup at the OCCC FedEx Office branch.

[FEDEX Shipping Instruction Details](#)

Kathy Maldonado Rodriguez,
Event Solutions Consultant
Kathy.Maldonado@FedEx.com
Direct: 321-332-5426

POV – Privately Owned Vehicles



These vehicles ARE NOT considered
POVs

If you are in a car/SUV/ pickup truck when you arrive at the marshaling yard, please let them know that you want to unload your vehicle yourself. They will then tell you which loading dock is for cars/SUVs/ pickup trucks self-unloading.

You will be billed for material handling services if you are in any of the vehicles listed or if you are in a more extensive vehicle. Please review the union rules for material handling.

Marshaling Yard info

All drivers must check-in at the Marshaling Yard to be placed in queue for unloading and/or reloading shipments at the Orange County Convention Center. The Marshaling Yard will be marked with signage.

Marshaling Yard Location
9860 Tradeshow Blvd.
Orlando, FL 32819

Hours of Operation
Inbound Sunday, September 14 6:30 a.m. - 4:00 p.m.
Monday, September 15 6:30 a.m. - 5:30 p.m.


Outbound
Wednesday, September 17 1:00 - 8:00 p.m.
Thursday, September 18 6:30 a.m. - 3:00 p.m.

Marshaling Yard Fee \$50 per shipment



ACCESSING THE EXHIBIT FLOOR

Entrance for
Exhibitor and
EACs is A4
Entrance or
Dock 11



The poster features a teal header with the NRPA logo and '2025 ANNUAL CONFERENCE' text. On the right is a circular logo with 'BUILD TOGETHER Play TOGETHER'. The main title 'NRPA Exhibitor/ EAC Building Access' is in large teal font. Below it, instructions and schedules are listed in teal text. The bottom of the poster has a decorative wavy pattern in orange and teal.

NRPA 2025 ANNUAL CONFERENCE

**NRPA Exhibitor/
EAC Building Access**

Please check in with security and receive your wrist band for access to the exhibit hall.

Sunday, September 14, 8:00 am - 4:30 pm
Monday, September 15, 8:00 am - 7:30 pm
Wednesday, September 17, 3:00 pm - 9:00 pm
Thursday, September 18, 8:00 am - 4:30 pm

Exhibitors/EACs must check in with Security and receive a wrist band at A4 entrance or Dock 11.

Vehicles that do not contain freight get a 30 minute pass and then must move their car to the garage.

The main address for the Convention Center is:
9800 International Drive,
Orlando, FL 32819



HARGROVE EXHIBITOR SERVICES

Exhibitor services end of 2400 aisle
240.726.3073 – ONSITE
exhibitorservice@hargroveinc.com

Hours

Sunday, September 14
7:30am – 5:00pm

Monday, September 15
7:30am – 7:30pm

Tuesday, September 16
9:30am – 4:30pm

Wednesday, September 17
9:30am – 9:00pm

Thursday, September 18
8:00am – 4:30pm

Speed Sessions by CORE

2356

Jordan Kent's	Andrew
2353 CCP Direct	2452 USA BMX
2351 All Star	2450 Global Special Effects
2349 GAI Consult	

Extrem
2453 emersi
2451 Alliance Action
2449 Comme

NEW - This is where you can find LEAD RETRIEVAL



REMINDERS & EXHIBITOR GUIDELINES

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



Hargrove
Online
Orders Ends
Today!



- 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.

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.



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.

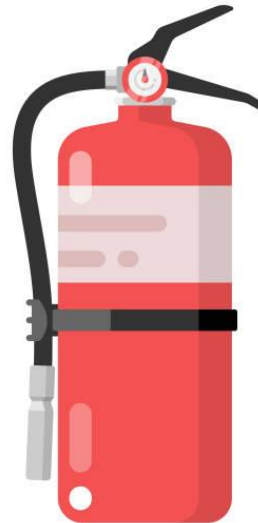


ISLAND BOOTH REMINDER

Fire Extinguishers and smoke detectors are required for any element that has a covering. Please plan to have them in your booth. The fire marshal will do a walk- through of the show floor with inspections. Any decks over 300' SQF potentially need fire watch. The Fire Marshal will be onsite viewing booths on Sunday.

If you have gas operated vehicles, they will need to be inspected by the Fire Marshal. If you do, please text Joanna and Angela so that a list can be provided to the convention center.

Fire Marshal Note: exhibitor must have stamped engineer plans or manufacturer specs available in the booth or they will not be permitted to allow people to climb/occupy multi-level equipment - it would be display only.





Covered
Trailers



Any element
that has a
platform



Playground or any
structure that has
overhead covering

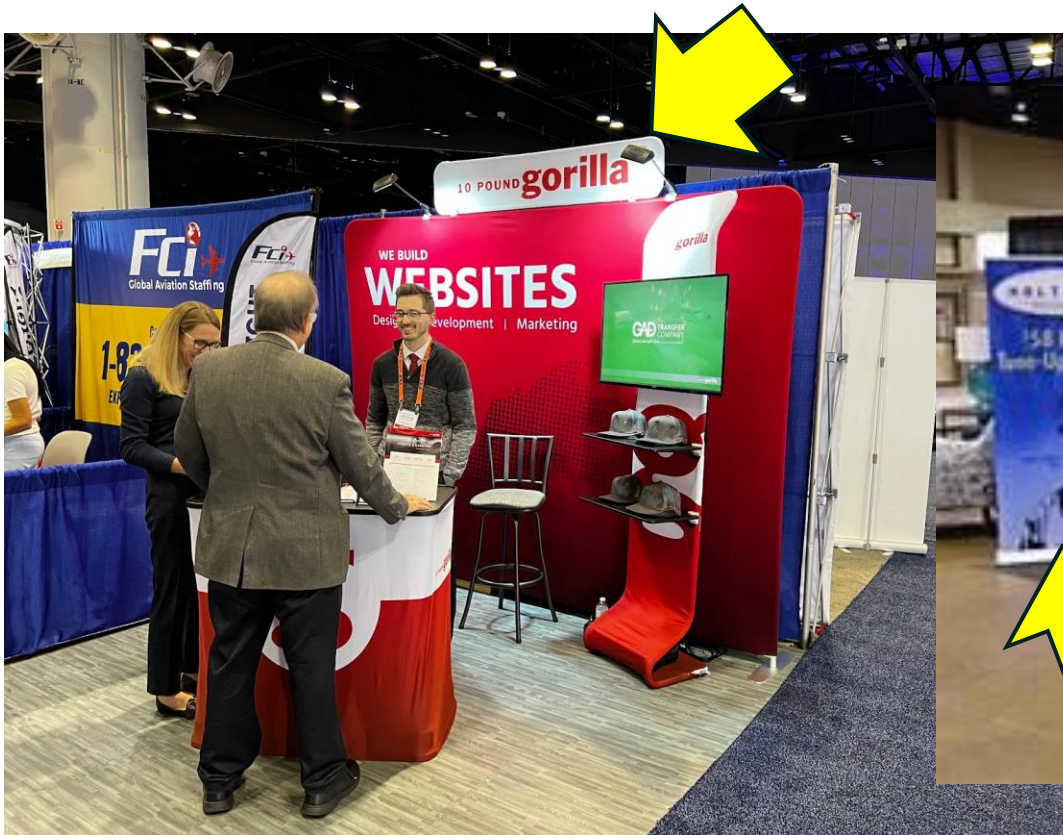


Restrooms



Tents

BOOTH VIOLATION SAMPLES



BOOTH VIOLATION FORM



BOOTH VIOLATION NOTICE

Exhibitor: _____

Booth: _____ ☐ Sunday, Date: _____ ☐ Monday, Date: _____ Time: _____

At this time the exhibiting company and booth number noted above is in violation of the following exhibit rule or regulation:

Booth Violation(s):

- ☐ Egress/Fire Marshal Issue
- ☐ Banner stand(s) placed in front 5' of space, must be moved to back 5' of the booth.
- ☐ Exceeds the 8' height limitation.
- ☐ Structure or exhibit materials are outside of the contracted exhibit space.
- ☐ Booth flooring does not cover the entire space.
- ☐ Header is above 8' height. Must be removed.
- ☐ Exhibitor No Show _____
- ☐ Other _____

Questions or concerns on resolving the violation should be directed to Show Floor Management Representatives:

- ☐ Angela Ragno, Floor Manager: Contact Number (407) 808-2352
- ☐ Joanna Walling, Floor Manager: Contact Number (321) 446-4922

Please include your name, company name and booth number in all voice or text messages when contacting show management.

Violation Review:

Date Time

- ☐ Resolved
- ☐ Remains Outstanding

Notes _____

NRPA Booth Violation Policy

Non-compliance with any NRPA or building rule or regulation may lead to a booth violation notice. If an exhibiting company receives a booth violation notice, the company will have to correct the issue to show management's satisfaction. Any booth violations that go unresolved may result in the loss of priority points, fines, and/or removal from the show floor. Consecutive year violations may lead to a 1-year show floor probationary period.

NRPA Show Management will work with each company to resolve the violation by providing feedback and resources.

All expenses incurred to resolve the violation will be the sole responsibility of the exhibiting company.

NRPA has a 3-strikes consecutive year approach:

- Year 1, Strike 1 = Booth Violation Notice Form
- Year 2, Strike 2 = Booth Violation Notice Form + \$500 Fee and Loss of Priority Points
- Year 3, Strike 3 = Booth Violation Notice Form + 1-Year No Exhibit Probationary Period



BOOTH VIOLATION POLICY

Non-compliance with any NRPA or building rule or regulation may lead to a booth violation notice. If an exhibiting company receives a booth violation notice, the company will have to correct the issue to show management's satisfaction. Any booth violations that go unresolved may result in the loss of priority points, fines, and/or removal from the show floor. Consecutive year violations may lead to a 1-year show floor probationary period. NRPA Show Management will work with each company to resolve the violation by providing feedback and resources.

NRPA Show Management will work with each company to resolve the violation by providing feedback and resources.

All expenses incurred to resolve the violation will be the sole responsibility of the exhibiting company. NRPA has a 3-strikes consecutive year approach:

NRPA has a 3-strikes consecutive year approach:

- Year 1, Strike 1 = Booth Violation Notice Form
- Year 2, Strike 2 = Booth Violation Notice Form + \$500 Fee and Loss of Priority Points
- Year 3, Strike 3 = Booth Violation Notice Form + 1- Year No Exhibit Probationary Period



REGISTRATION



Badge Registration Details

- Registration Link: [Click [here](#)] and enter your alphanumeric password. Scroll to the bottom right of your account dashboard to begin registration.
- Deadline: There is no deadline to register badges—you can do so online at any time.
- Badge Pickup: All badges will be available at the on-site registration desk starting Sunday, September 14 at 12:00 PM.



Badge Types and Allotments

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.
- Grants access to the exhibit hall during open hours only.

Full Exhibitor Conference Pass** - strongly suggest you register at one person for this badge as it allows access to move in and move out and –

- Grants access to the exhibit hall during open hours only.
- Grants access to conference sessions.
- Includes the one complimentary opening night reception ticket. **(SOLD OUT, NO ADDITIONAL TICKETS AVAILABLE FOR PURCHASE)**

**PER 10X10 AND **PER COMPANY*





Opening Reception

Universal Studio

Islands of Adventure

Tuesday, September 16 | 7:30 – 10:30 p.m.

Get ready for one of the biggest parties NRPA has ever thrown, because we've reserved select areas within Universal Islands of Adventure theme park just for you! Featuring themed lands and cutting-edge rides, Islands of Adventure promises excitement around every bend.

This is where it goes down. And up. And down again. Superheroes. Magical creatures. A school of witchcraft and wizardry. Even dinosaurs (turns out, not so extinct). Take a ride, multiple rides. Some will drench you. Some will just mess up your hair. Some will make your head spin (figuratively speaking). All of them will say: Every island is a new reality. It's a universe of action and excitement — and it's all yours.



Thank you to
our Presenting Sponsor:
GameTime



Jurassic Park

- Skull Island: Reign of Kong
- Jurassic World VelociCoaster
- Jurassic Park River Adventure
- Pteranodon Flyers at Camp Jurassic
- Camp Jurassic

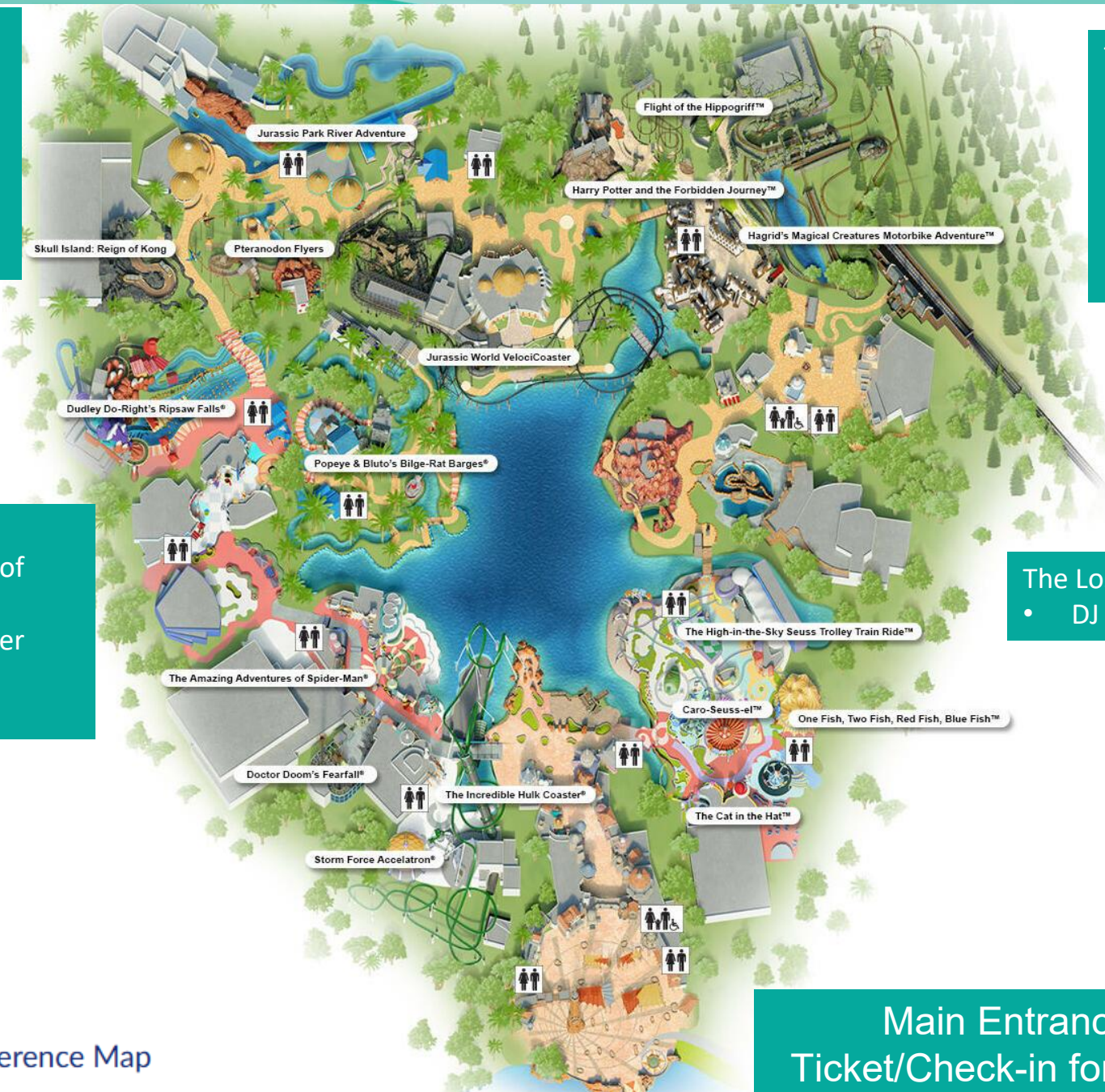
Jurassic Park Interactive
Discovery Center and
Raptor Encounter

Marvel SuperHero Island

- The Amazing Adventures of Spider-man
- The Incredible Hulk Coaster
- Doctor Doom's Fearfall
- Storm Force Accelatron



Universal Islands of Adventure Reference Map



The Wizarding World of Harry Potter – Hogsmeade

- Harry Potter and the Forbidden Journey
- Hagrid's Magical Creatures Motorbike Adventure
- Flight of the Hippogriff

Frog Choir, Ollivanders –
Makers of Fine Wands,
Train Conductor and
Triwizard Spirit Rally

The Lost Continent

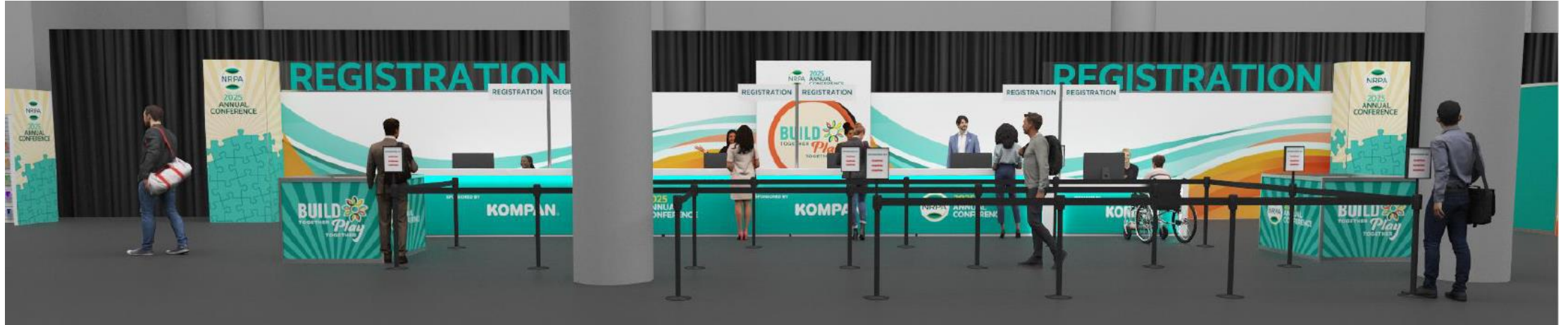
- DJ Entertainment

Main Entrance
Ticket/Check-in for Event

2025
NIPDA ANNUAL
CONFERENCE



Registration Open Onsite



Hours:

Sunday, September 14, 12 - 5 p.m. | Monday, September 15, 7:30 a.m. – 5 p.m.
Tuesday, September 16, 7 a.m. – 6 p.m. | Wednesday, September 17, 8 a.m. – 4:30 p.m.
Thursday, September 18, 7:30 a.m. – 2:30 p.m.



Thank you to
our Sponsor:
Kompan

Location: West Concourse, Level One, WA Registration Lobby



BADGE COLORS – WHAT DO THEY MEAN?

Attendee
Full Badge



Speakers



Expo Only



Dailies, Additional
Training, Spouse + Press



Students



NRPA
Staff/Vendors



Exhibitor





OCCC EXHIBIT HALL AND CONFERENCE LEVELS



Orange County Convention Center
West Concourse, Building A
9800 International Drive
Orlando, FL 32819
Front Entrance





Orange County Convention Center
West Concourse, Building A
9800 International Drive
Orlando, FL 32819
Parking Lot Entrance





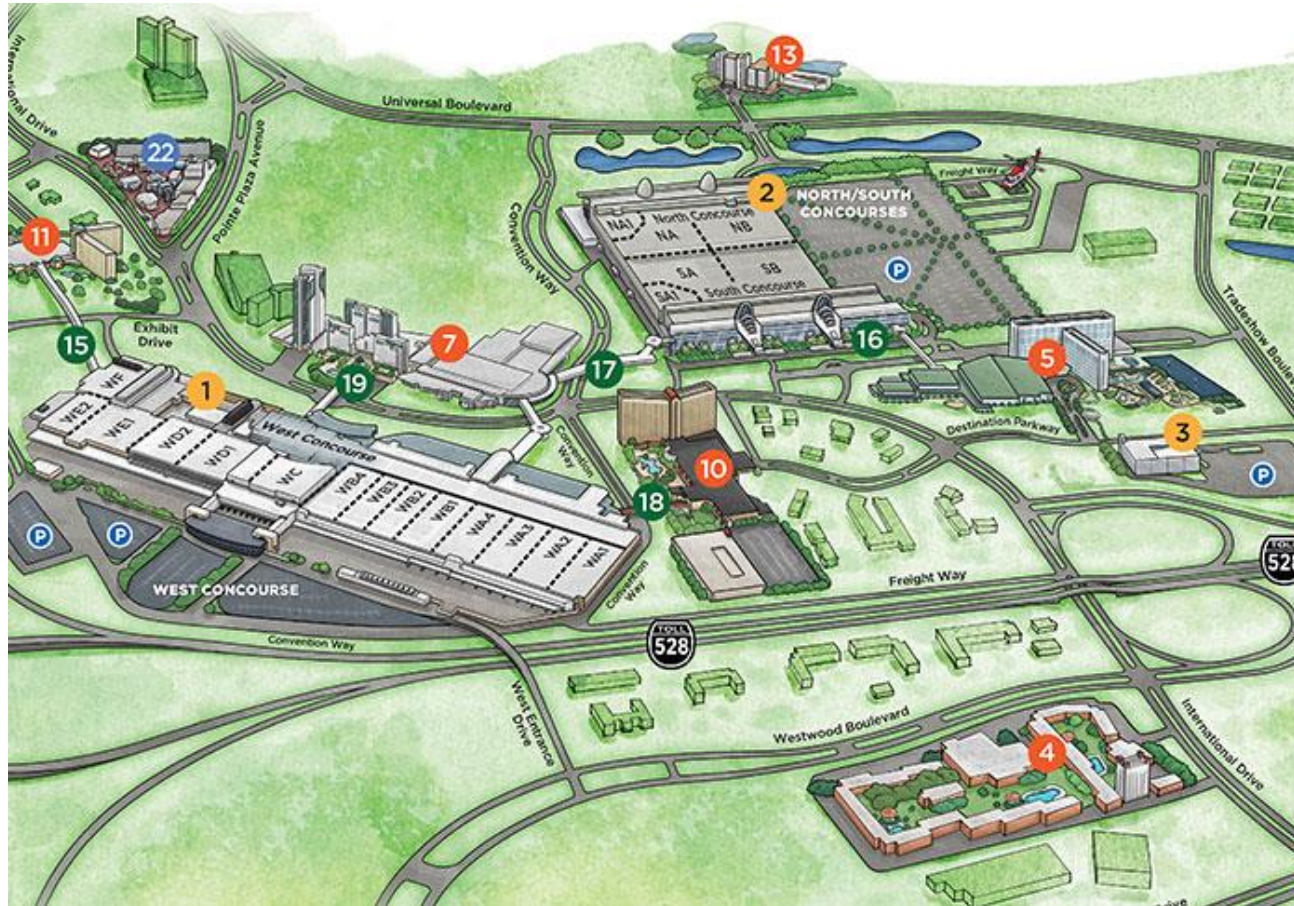
Weather in Orlando

September is one of the wettest months in Orlando!

On average it rains 11 days each September in Orlando.

- Average Temperature: High 90 degrees/Low 74 degrees.
- Hot and humid, with slightly milder conditions towards the middle to end of the month.
- Afternoon thunderstorms are very common.
- September is peak Atlantic hurricane season, so there is always a risk of tropical storms although less severe than coastal areas of Florida as storms weaken when they move inland.
- While Orlando is considered one of the safer larger cities during a hurricane, flooding and high winds can still cause damage.
- The NRPA Team will continue to monitor weather alerts and advisories from the National Hurricane Center to make informed decision regarding conference participant's safety.

Orange County Convention Center



Orange County Convention Center (OCCC) is the third-largest convention center in the U.S.

7 million sq. ft. of total space and growing!

OCCC is divided into two buildings – West and North/South Buildings.

NRPA will be in the West Building.

Orange County Convention Center

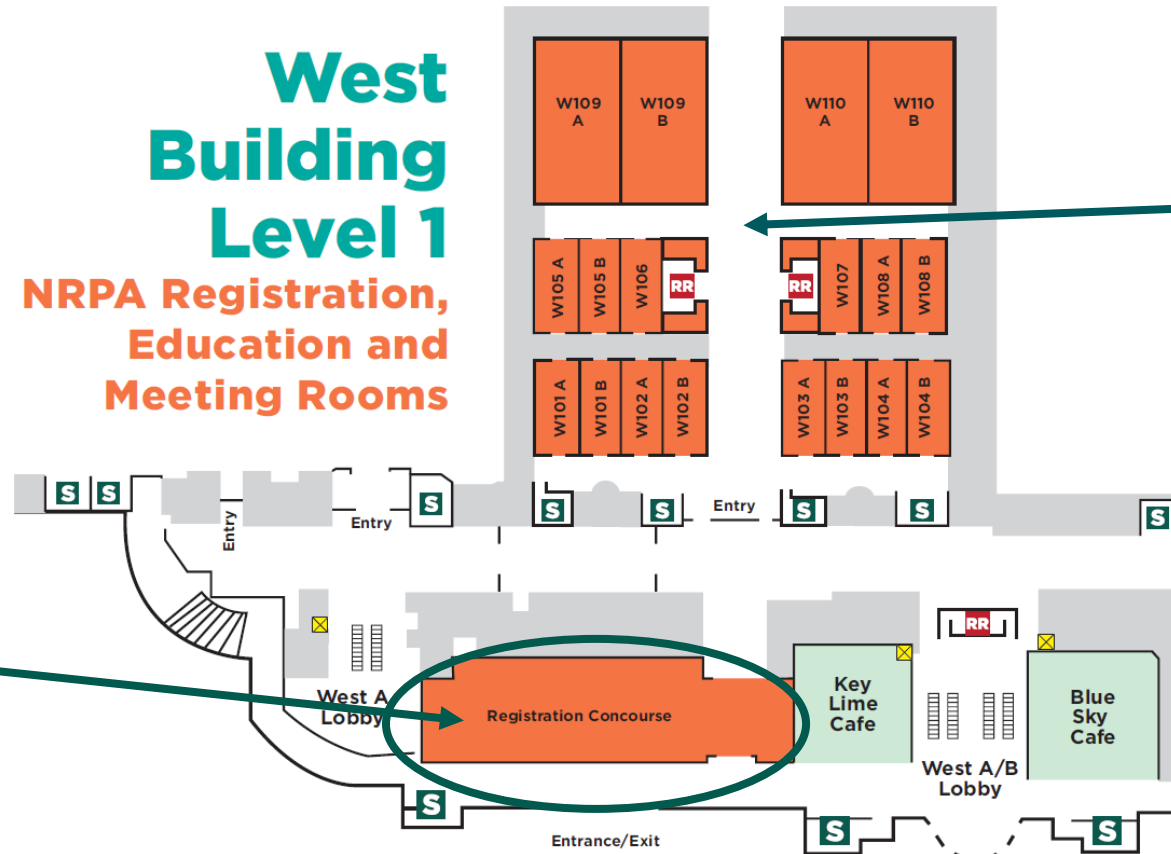


Ground Level

Level One: Registration, Meeting & Education Breakout Sessions

Registration Concourse includes various kiosks for:

- Hospitality and Information
- NRPA Event App
- Housing
- Philadelphia 2026
- Local Host Committee



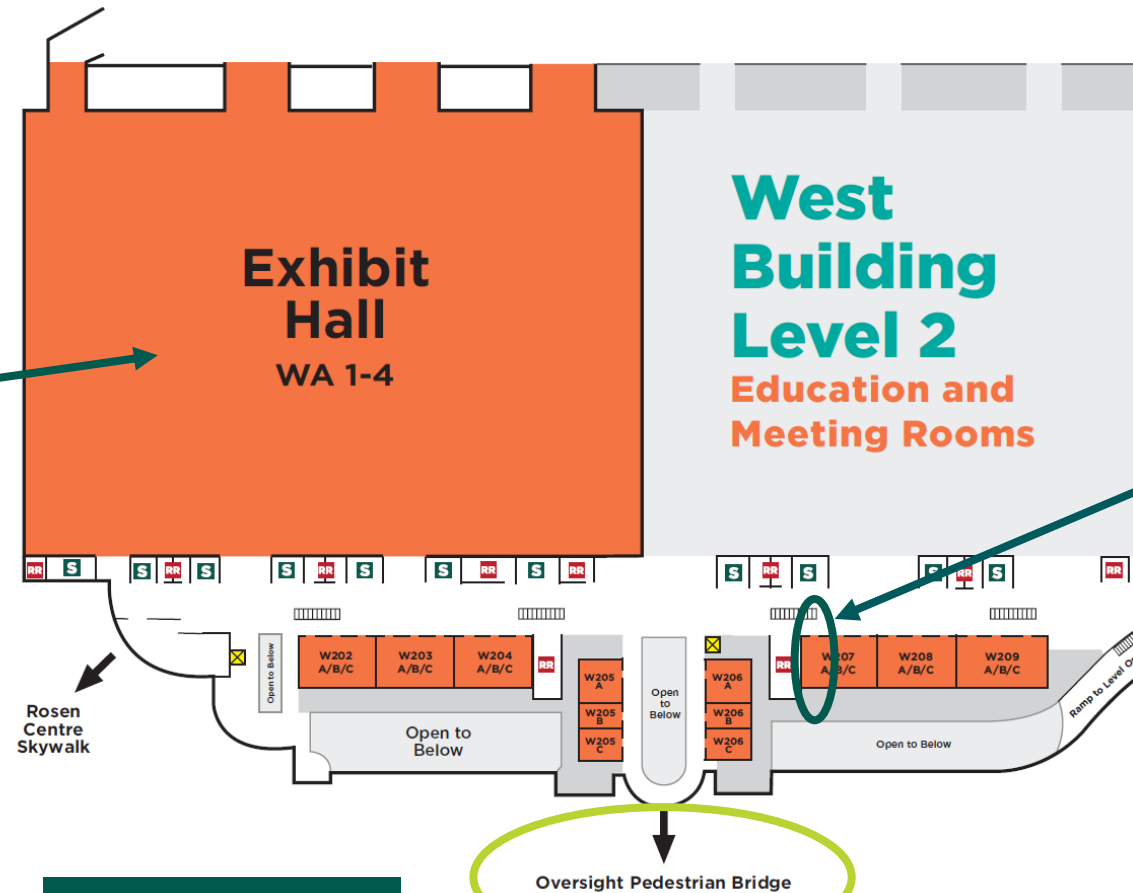
Quiet Room (W106), Meeting & Education Sessions

Conference Shuttle Drop-off and Pick-up

Level Two: Exhibit Hall, Meetings & Education Breakout Sessions

Exhibit Hall includes various NRPA areas:

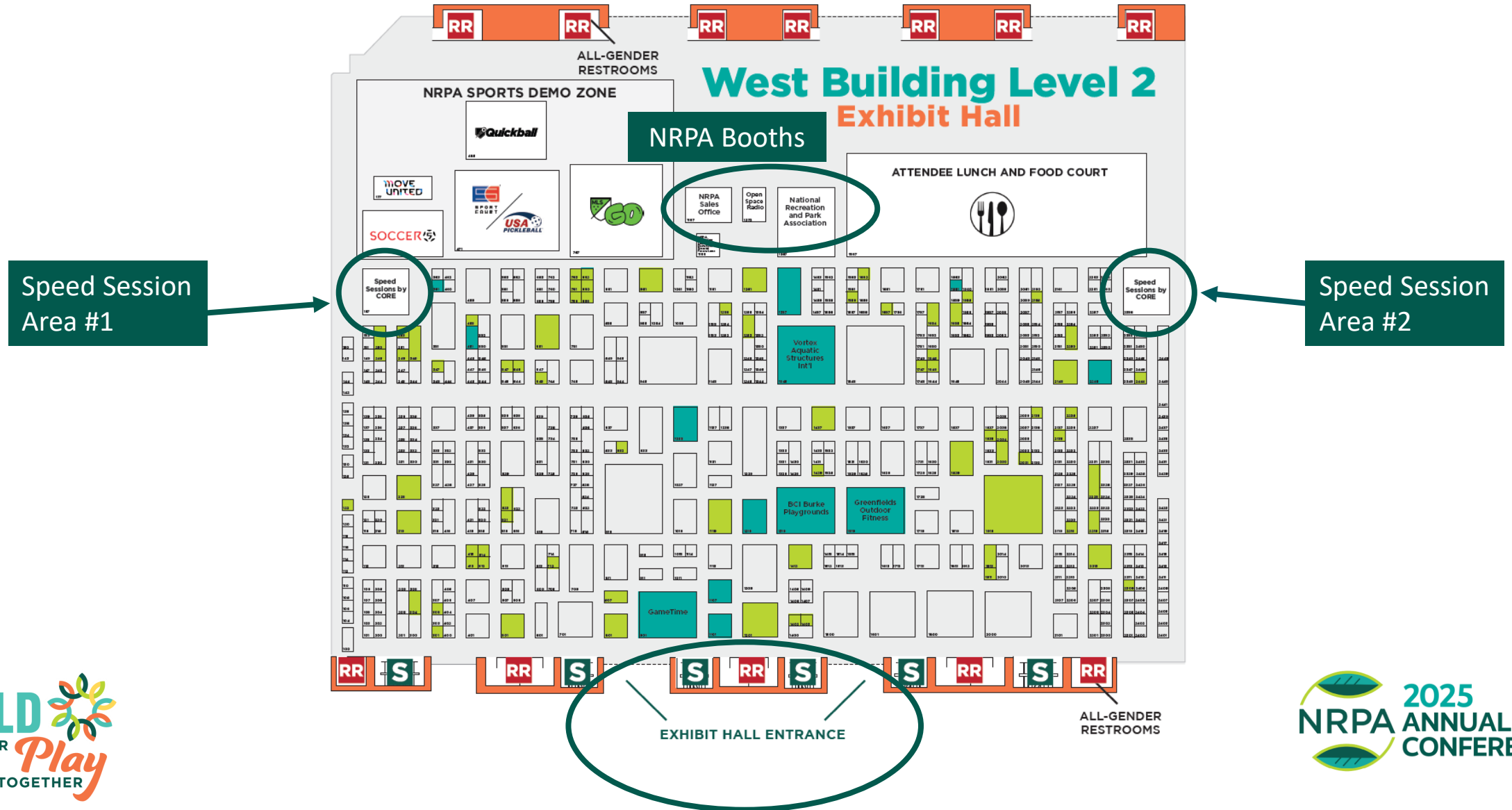
- Member Area Booth
- Speed Sessions
- Open Space Radio Booth
- Philadelphia 2026 Sales Office



Multi-Faith Room
(W207A)

Connects to
the Hyatt here

2025 Exhibit Hall Floor





West Building Level 3

Education and Meeting Rooms

Speaker Ready Room

Staff Office (W314)
CCR Solutions W315

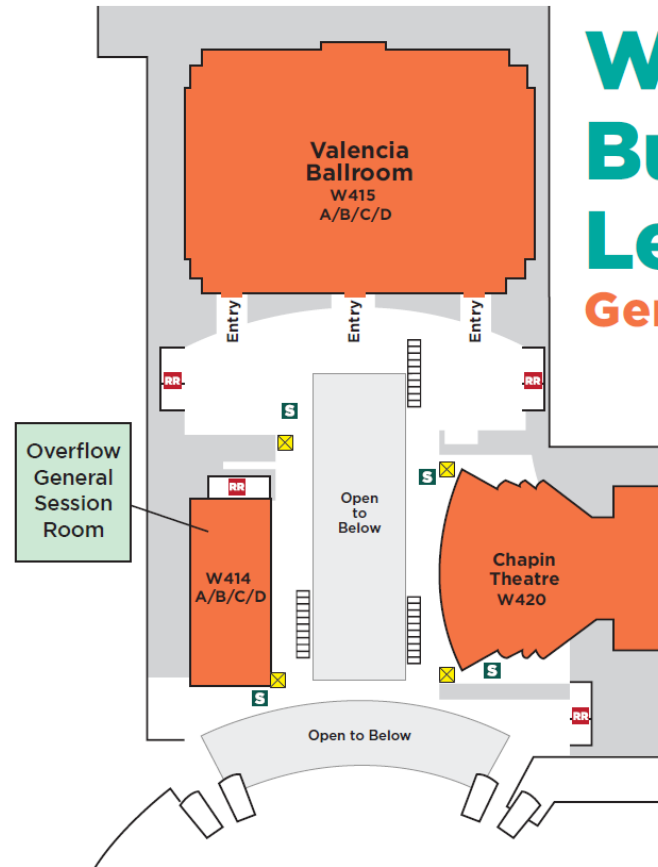
Level Four: General Sessions

Opening and Day 2
General Sessions

Theater Seating in
Valencia.

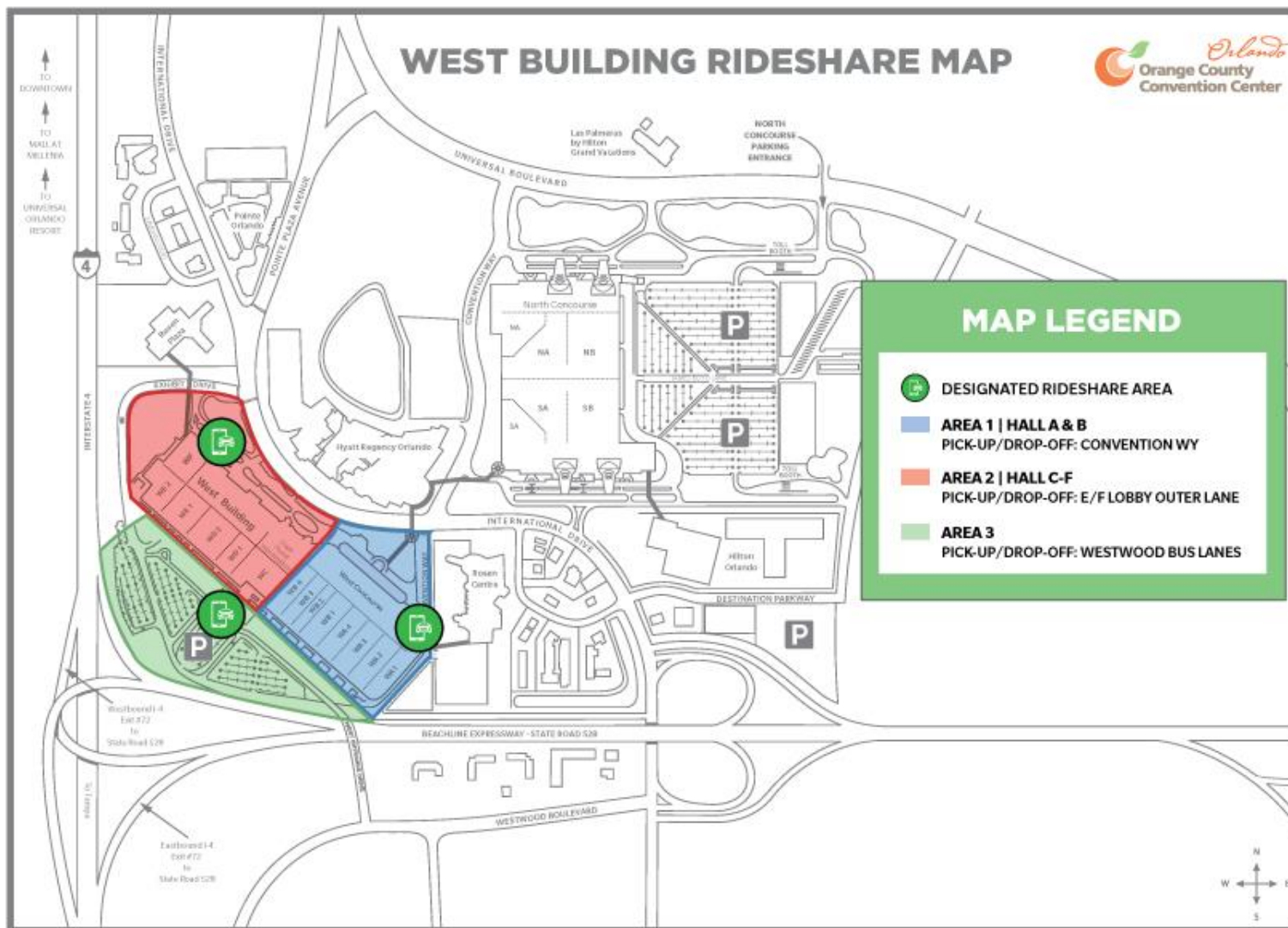
Overflow Seating in
W414 will be banquet
rounds.

West Building Level 4 General Sessions



OCCC WEST BUILDING RIDESHARE INFORMATION

NRPA Attendees should request drop off at Area 1 (blue) or Area 3 (green)



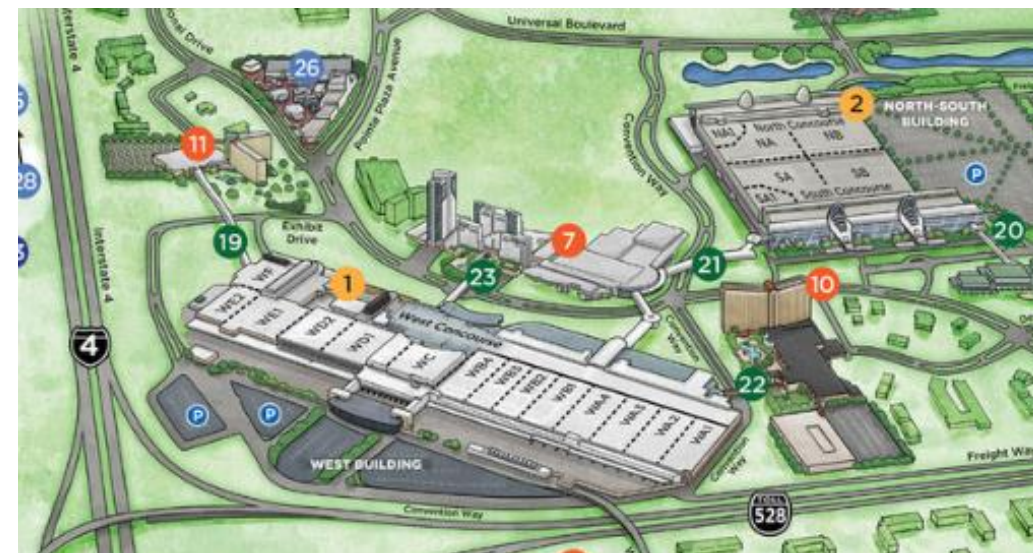
OCCC PARKING

The West Building parking lot can be accessed a number of ways - via Exhibit Drive (north entrance), via Convention Way (south entrance) and via West Entrance Drive off Westwood Boulevard.

West Concourse
9800 International Drive
Orlando, FL 32819

From parking lot, take right side escalator, bridge to Hall A-level 2, registration on level 1

<https://www.occc.net/Attendee-Parking>



The OCCC is cashless and accepts Visa, Master Card, American Express, Discover, Apple Pay and Google Pay. Parking rate is \$20 plus tax (\$21.30) per standard vehicle, and \$40 plus tax (\$42.60) for oversized vehicles. Prices may increase by event and availability of parking.



NAVIGATING THE CONFERENCE

RESOURCES AND MATERIALS



Signs & Banners

Wayfinding signs, freestanding maps and banners can be found throughout the convention center NRPA leased space



Conference App

Download the Conference App!
App Store = NRPA Events
Private App for registered participants only



Pocket Guide

Pocket Guides can be picked up in the registration area
Includes a building map, schedule at a glance, and exhibit hall information



Exhibit Hall Guide

Special Edition Publication to help attendees navigate the Exhibit Hall

HOSPITALITY AND INFORMATION



EVENT APP ASSISTANCE



SHUTTLE HOURS



Hours:

Monday , September 15, 7 a.m. – 6 p.m. | Tuesday, September 16, 7 a.m. – 5 p.m.

7 p.m. - 11 p.m. (service to the NRPA Opening Reception)

Wednesday, September 17, 7:30 a.m. – 6 p.m. | Thursday, September 18, 7:30 a.m. – 4 p.m.

Location: West Concourse, Level One, WA Registration Lobby

GENERAL SESSIONS



General Session Schedule

Valencia Ballroom | Level Four

Opening General Session

Tuesday, September 16

ADA Doors Open 8:15 a.m.

General Doors Open 8:30 a.m.

Session 9 a.m. – 10:30 a.m.

Day 2 General Session

Wednesday, September 17

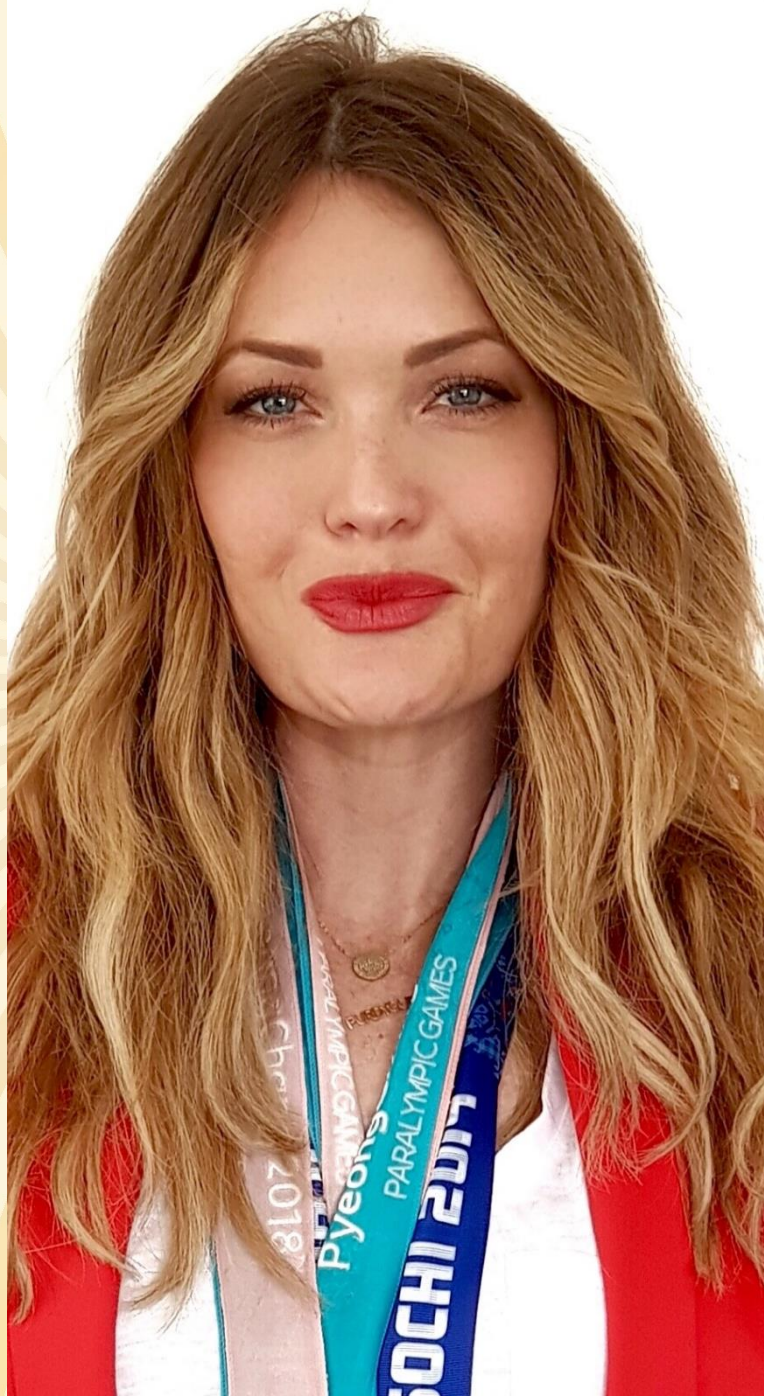
ADA Doors Open 8:15 a.m.

General Doors Open 8:30 a.m.

Session 9 a.m. – 10:30 a.m.

Overflow seating in W414





Opening General Session

Featuring Keynote

Amy Purdy

World Class Athlete, Dancer, Model/Actress

Session includes remarks from:



Kristine Stratton

NRPA President and CEO



Dr. Joshua T. Medeiros, Ed.D, CPRE

NRPA Board of Directors Chair Elect

Private VIP Meet and Greet will be hosted immediately following the conclusion of the session on stage.



DAY 2 GENERAL SESSION

Featuring The National Gold Medal Awards Presentation

The American Academy for Park & Recreation Administration along with its partners, NRPA and Musco Lighting, will announce the Finalists in the 2025 National Gold Medal Award Program and present the Grand Plaques.



Day 2 Focus

The session will showcase new NRPA youth sports funding opportunities alongside a panel discussion on innovative strategies to increase participation in youth sports. Our panelists will highlight best practices in coach training, community engagement and partnerships. You will leave this session with practical tools to promote high-quality, fun and impactful youth sports programs to get every kid in the game.



Youth Sports Panelists



Director of Youth Sports,
Philadelphia Parks & Recreation



Deputy Director of Program
Information, Chicago Park District



Director, City of Columbus
Recreation and Parks Department



General Manager, San Francisco
Recreation and Parks

Panelist from left to right:

- Mike Barsotti
- Rebecca Brandtman, CPRP
- Bernita Reese, CPRP

Moderated by Phil
Ginsburg

FINAL NOTES

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.

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.**

THANK YOU

