



**THE
POWER
OF PARKS AND
RECREATION**



EXHIBITOR WEBINAR
INLINE BOOTH GUIDELINES

MEET THE EXHIBIT TEAM



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WELCOME TO THE 2026 NRPA ANNUAL CONFERENCE EXHIBITOR WEBINAR SERIES

PURPOSE OF THE SERIES:

The goal for hosting the 2026 exhibitor webinar series is to inform, educate and provide all necessary information to ensure a successful trade show experience.

WEBINAR SERIES DATES*, 1 p.m. ET

- Thursday, June 4, Let's Get Started!
- Tuesday, June 9, Island Booth Approvals
- Thursday, June 11, Inline Booth Guidelines
- Thursday, July 9, Meet the Pennsylvania Convention Center
- Thursday, July 23, General Service Contractor: Hargrove Presentation
- Thursday, August 20, Engaging the NRPA Conference Attendee
- Thursday, September 17, Know Before You Go

*Dates and topics are subject to change. Watch for future invitations and announcements.



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TODAY'S WEBINAR AGENDA

- Event Schedule
- Important Exhibitor Information
- NRPA Inline/Linear Booth Diagrams and Rules
- Booth Examples: Approved vs. Violation
- Booth Violation Policy
- Questions & Answers
- Reference Section

EVENT SCHEDULE

2026 CONFERENCE

SCHEDULE AT A GLANCE

Tuesday September 29

Opening General
Session

Exhibit Hall Opening
Day

2 Education Blocks

Opening Reception

Wednesday September 30

Day 2 General
Session

Exhibit Hall Open

3 Education Blocks

Best of the Best
Ceremony &
Reception

Thursday October 1

4 Education Blocks

Committee &
Network Meetings

Event Move-out

EXHIBITOR SCHEDULE

DATE	TIME	ACTIVITY
Saturday, September 26	By appointment ONLY; request in your online Hargrove account.	Early move-in for large exhibits by Hargrove approval ONLY.
Sunday, September 27	8 a.m. – 4:30 p.m.	Move-in begins for all exhibits; exhibitors may begin picking up their badges at 12 p.m.
Monday, September 28	8 a.m. – 7:30 p.m.	Move-in continues for all exhibits; booths must be completely setup by 7:30 p.m.
Tuesday, September 29	10:30 a.m. – 4:30 p.m.	Exhibit Hall Opens (exclusive hours from 10:30 a.m. – 1 p.m.)
Wednesday, September 30	10:30 a.m. – 3 p.m.	Exhibit Hall Opens (exclusive hours from 10:30 a.m. – 1 p.m.)
Wednesday, September 30	3 p.m. – 9 p.m.	Move-out begins; must be out of the hall by 9 p.m.
Thursday, October 1	8 a.m. – 4:30 p.m.	Move-out continues; must be completely out of the hall by 4:30 p.m.

IMPORTANT EXHIBITOR INFORMATION

MARK YOUR CALENDAR

Insurance

Certificate of Insurance
is due by **Friday, July 17.**

Lead Retrieval

Advanced rate deadline
is **Tuesday, August 4.**

Audio Visual

Early Bird orders
through CCR Solutions
Friday, August 28.

Catering

Original orders must be
received **20 days prior**
to the first show date.

PCC Services

The advanced rate
deadline is **Friday,**
September 4.

HARGROVE IMPORTANT DATES

August 25

Advance warehouse opens. M-F 8 a.m. – 3 p.m. (closed Labor Day)

August 27

Rental booth & banner order deadline.

September 3

Advanced orders, graphics & rental booth art submission deadline.

September 17

Carpet & online ordering deadline. After deadline, based on availability.

September 23

Advance warehouse last day of shipment receiving.

September 27

Direct to show site freight will be received beginning at 8 a.m.

HARGROVE

CUSTOMER SUPPORT



Exhibitor Services

(301) 306.4627

exhibitorservice@hargroveinc.com

Hargrove Shipping

(301) 306.4620

shipping@hargroveinc.com



STAY ON TRACK

Managing a trade show booth is a detailed process of planning and coordinating many elements!

NRPA has tools to help:

- Download the [Exhibitor Checklist](#) resource.
- Visit your [NRPA Online Exhibitor Hub](#) regularly to see upcoming tasks and deadlines!

NRPA EXHIBIT POLICY REMINDERS



Photography

Unauthorized photography or video recording is prohibited and may result in removal from the event.



Children

For safety purposes, **no children** under the age of 18 are permitted. Please make alternative arrangements.



Booth Violations

Noncompliance with any NRPA or building rule or regulation may result in receiving a booth violation notice.



Code of Conduct

All exhibit booth staff must review, accept and abide by the NRPA [Code of Conduct](#) to participate.

NRPA EXHIBIT REQUIREMENTS

TOP 3 REQUIREMENTS



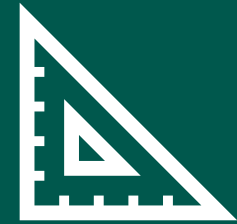
Insurance

Exhibitors **MUST** provide a certificate of insurance meeting **NRPA requirements**.



Flooring

Exhibitors **MUST** cover their entire booth space floor.



Height Capacity

Exhibitors **MUST** adhere to **NRPA booth** height restrictions.



NRPA INLINE/LINEAR BOOTH DIAGRAMS AND RULES

NRPA BOOTH DIAGRAMS AND GUIDELINES



What is the number one resource that will save you time and ensure a smooth, violation-free setup experience in Philadelphia?

[NRPA's Booth Diagrams and Guidelines](#)

Learn more about NRPA's exhibit rules and requirements like use of space, height restrictions, hanging signs, booth approval process and more.

INLINE/LINEAR BOOTH TYPES

Standard



Corner



Perimeter





STANDARD, CORNER, AND PERIMETER BOOTHS

- Standard, corner, and perimeter booth spaces are sold in 10'x10' increments.
- Booths are separated by 3' foot side rail drape on both sides and an 8' foot drape in the back of the booth.
- A corner booth is a linear booth at the end of a series of inline booths exposed to two intersecting aisles.
- A perimeter booth is a linear booth that backs to an outside wall of the exhibit hall rather than to another booth behind it.

STANDARD LINEAR BOOTH



Booth includes:

- Pipe and drape + standard ID sign with company name.

Exhibitor is responsible:

- For all items inside the booth space (i.e., carpet/flooring, tables, chairs, electricity, display items).

STANDARD LINEAR CORNER BOOTH



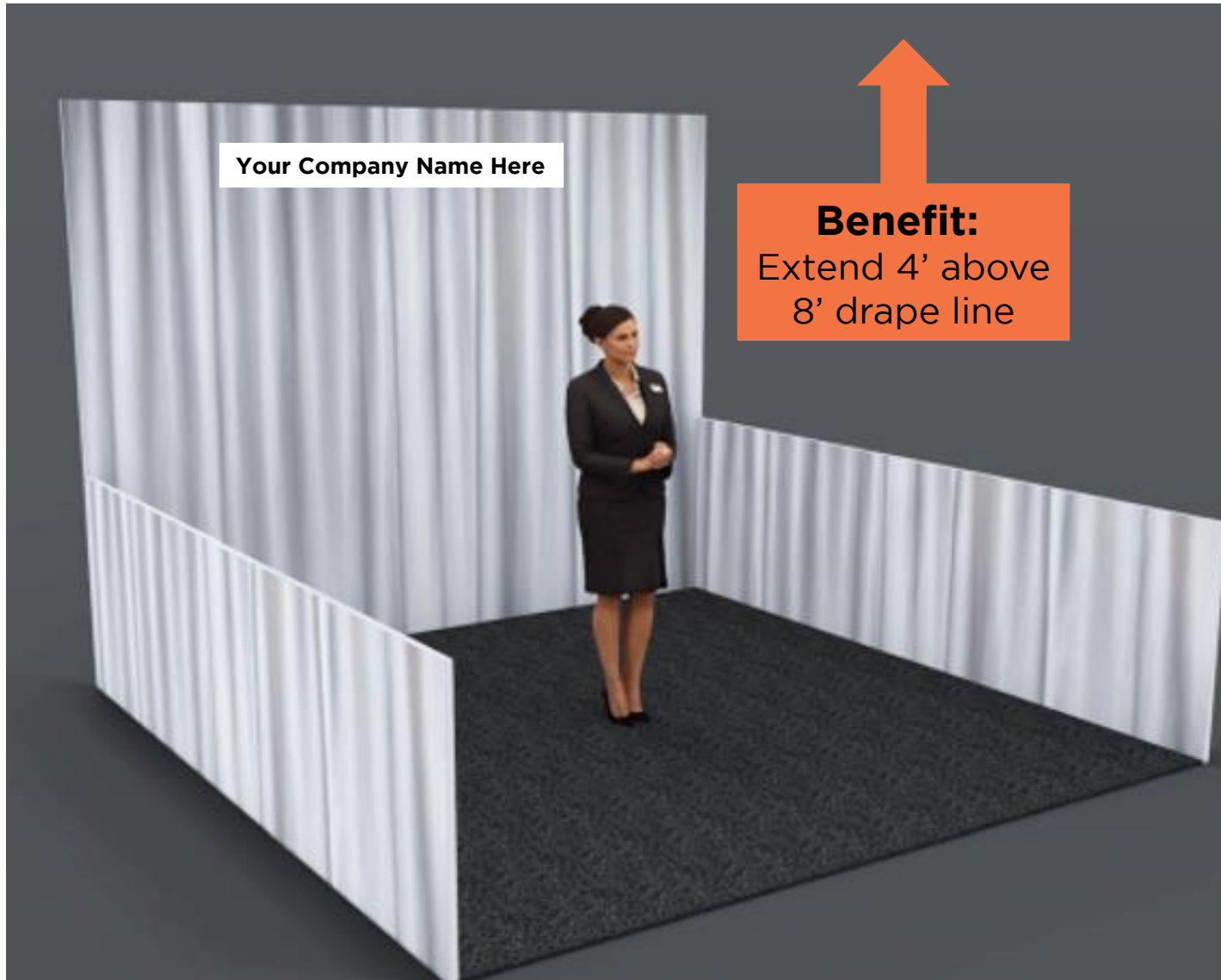
Booth includes:

- Pipe and drape + standard ID sign with company name.

Exhibitor is responsible:

- For all items inside the booth space (i.e., carpet/flooring, tables, chairs, electricity, display items).

STANDARD LINEAR PERIMETER BOOTH



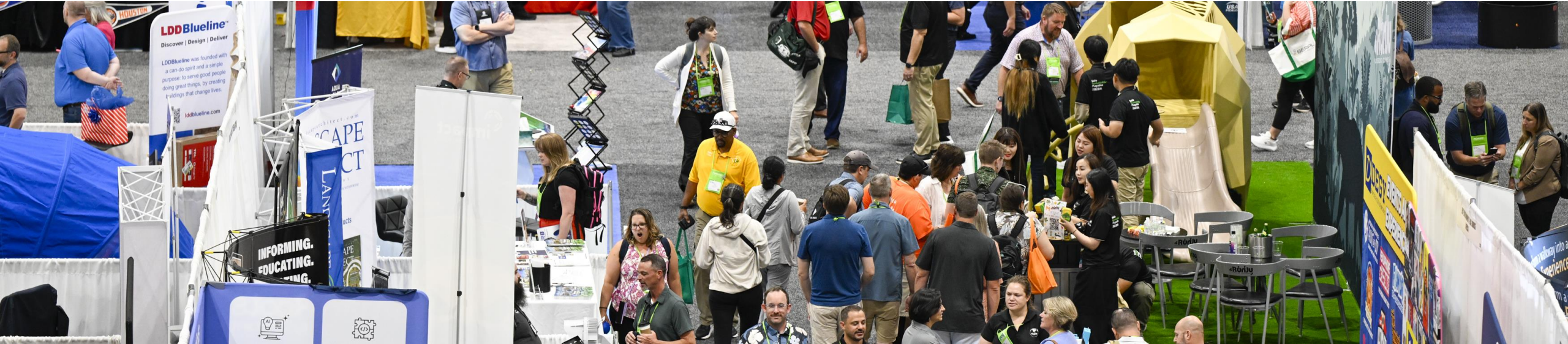
Booth includes:

- Pipe and drape + standard ID sign with company name.

Exhibitor is responsible:

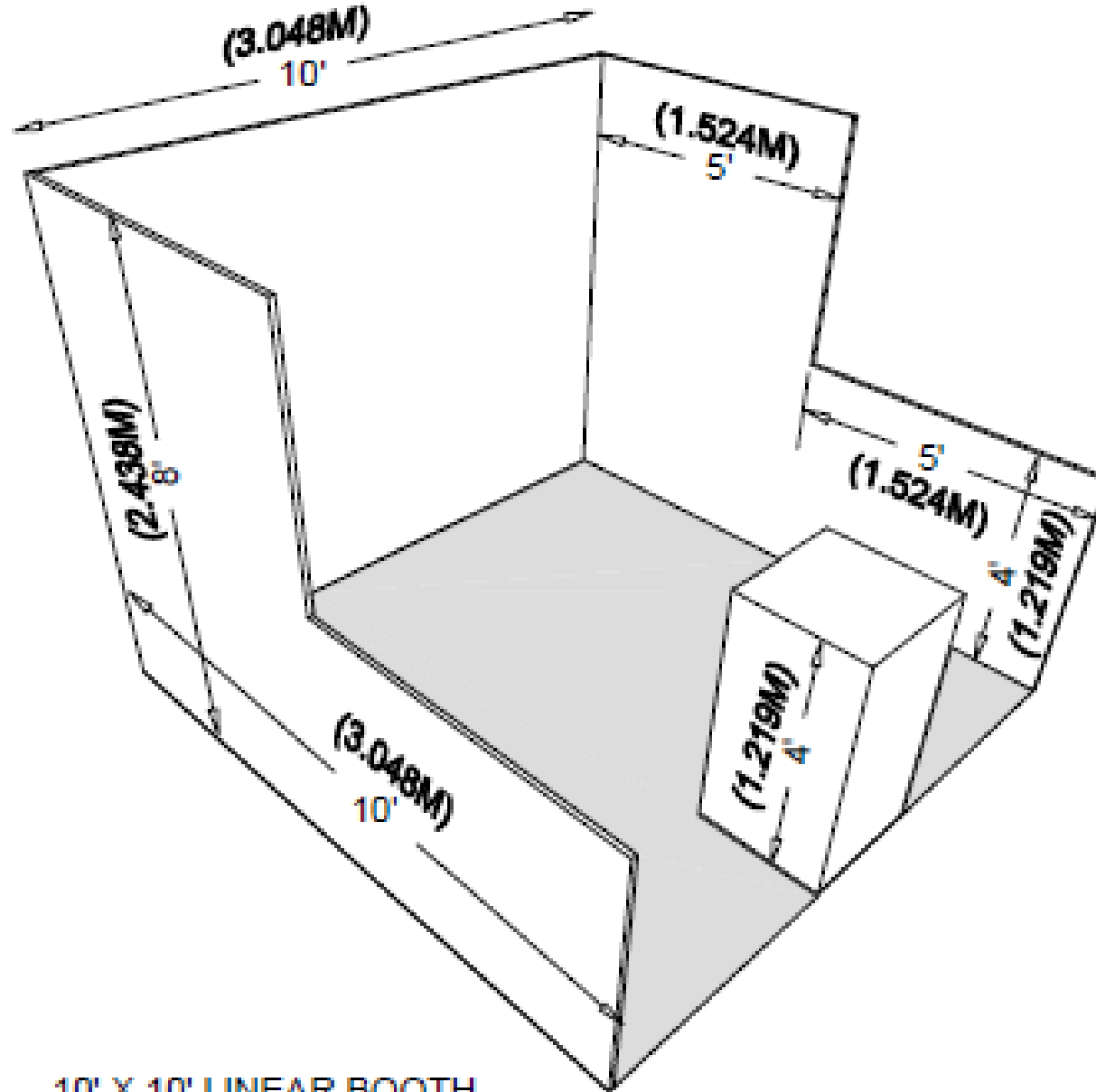
- For all items inside the booth space (i.e., carpet/flooring, tables, chairs, electricity, display items).

LINE-OF-SIGHT STYLE DISPLAY RULES



NRPA follows the International Association of Exhibitions and Events (IAEE) line-of-sight style guidelines to ensure linear booth designs allow for attendees to view all linear booths and their neighbors while walking an exhibit hall trade show floor.

DIAGRAM OF 10X10 USE OF SPACE



10' X 10' LINEAR BOOTH



INLINE/LINEAR BOOTH SPACE OUTLINED

Exhibitor receives:

- Empty 10x10 or larger booth space.
- 8' back drape and 3' side rail drape.

Exhibitor must provide or order:

- Flooring – required exhibit policy.
- Everything inside the booth space (i.e., signs, drape, tables, chairs, display units, materials, etc.).
- Utilities, equipment, labor and services.
- Catering and/or audio-visual needs.




VEHICLE DISPLAYS - PCC


Pennsylvania Convention Center (PCC)

- Fuel limits: vehicles must not contain more the $\frac{1}{4}$ tank of fule or 5 gallons (whichever is less)
- Vapor Prevention: All fuel tank openings must be sealed or raped to prevent the escape of vapors
- Battery Disconnection: Vehicle batteries must be disconnected and the cables.
- Please [download](#) and go to page 33 to receive the full steps of how to set safely display a vehicle or contact us.

ORDER HARGROVE SERVICES 

EVENT HOME

KEY CONTACTS 

ADDITIONAL SHOW SERVICES 

Hargrove Rental Booths >

Furniture & Accessories >

Booth Accessories >

Booth Cleaning

Floor Coverings >

Signs & Graphics

Retractable Banners

Specialty Furniture

[Shipping & Material Handling](#) >


Early Move-In Request

Hover to Shipping & Material - Vehicle Spotting Fee

oroughly review the **Event Home Page**, as it contains essential information about the NRPA 20
over time charges. For further guidance on managing shipments and minimizing additional fe
ation & Hints.

Material Handling

Advance Warehouse



**BOOTH EXAMPLES:
APPROVED VS.
VIOLATIONS**

APPROVED BOOTH EXAMPLES



Correct Backwall Height. The front item is no taller than 4'.



An inline corner utilizing use of space. The height of 4' in the front with 5' wide sides in front of booth. They are utilizing 8' walls in back of 5' of space.



An inline corner with correct walls and use of space.



BOOTH VIOLATION EXAMPLES

The banner is in front of the booth. This should be placed in the back of the 5' of space



An inline booth over 8'.



An inline booth exceeding height limitation and placing items in front part of booth higher than 4'



BOOTH VIOLATION POLICY



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.



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BOOTH VIOLATION POLICY

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

**THANK YOU
FOR JOINING
TODAY!**

Q&A

For more information, visit:
conference.nrpa.org/exhibitors

An aerial photograph of a city, likely New York City, featuring a large, classical-style building with a prominent pediment and columns in the center. The building is surrounded by lush green trees and a river to the right. The city skyline with various skyscrapers is visible in the background under a cloudy sky. The entire image has a warm, orange-toned overlay.

REFERENCE SECTION



CONFERENCE BASIC INFORMATION: 2026

Philadelphia, Pennsylvania

Conference: September 29 – October 1

Exhibit Hall: September 29 - 30

Pennsylvania Convention Center (PCC)

1101 Arch Street | Philadelphia, PA 19107

Exhibits: Halls A – D, 200 Level

General Sessions: Hall E, 200 Level

Education & Meetings: 100 and 200 Levels

Registration: Grand Hall, 200 Level

Special Events: Grand Ballroom, 300 Level



Look for the seal!



General Service Contractor



Lead Retrieval, Housing,
and Registration



Booth Selection,
Digital Online Profiles,
and Invoices



Look for the seal!



Audio-Visual Partner
and Booth Lighting
Elements



Event Liability
Insurance



The **ONLY** permitted
event photographers



PENNSYLVANIA CONVENTION CENTER IN-HOUSE PROVIDERS

Catering, Food & Beverage Services

Aramark Culinary Services

Electrical, Plumbing and Compressed Air

PCC Exhibitor Services

exhibitorservices@paconvention.com

Event Technology, Internet and Telecommunications

Event Technology Department

eventtechnology@paconvention.com



PENNSYLVANIA CONVENTION CENTER SHOW LABOR WORKERS

The Show Labor Workers Jurisdictions*:

- Rigger Work
- Laborer Work
- Electrician Work
- Stagehand Work

For details and specifications of each jurisdiction, please visit the PCC website [HERE](#).

*Please join our future webinar with the Pennsylvania Convention Center for more information.



FRAUDULENT CLAIMS & SOLICITATIONS

Red Flag!

NRPA does NOT sell attendee or exhibitor lists through any third-parties.

Red Flag!

Only the NRPA official vendors, partners and PCC in-house providers should approach you about products and services for this event.





BOOTH PACKAGE INCLUSIONS

Each exhibiting company, regardless of size, receives the following:

- 1 Complimentary Exhibitor Full Conference Education Pass
- 1 Complimentary Opening Reception ticket. The ticket is **included** with the exhibitor full package registration. To receive this benefit, **you must register one of your booth staff for this package**, otherwise the complimentary Opening Reception ticket will not be issued. This event sells out fast!

Additional tickets, packages, badges and passes are available for purchase.



BOOTH STAFF AND GUEST PASSES

Each 10x10 receives the following exhibitor badge allotments:

- 5 Booth Staff Personnel Passes: These are for staff who will be working at the booth. The badge will provide access during exhibit hall hours, move-in and move-out hours.
- 2 Guest Passes: These are for guests you want to invite. They receive access during exhibit hall hours only.

Please note if you have more than one booth, multiply number of booths for the allotment.

CONNECT WITH NRPA

Biweekly Call Dates: for all exhibitors

- August 6 at 1 p.m. ET
- August 20 at 1 p.m. ET
- September 3 at 1 p.m. ET

Open Office Hours: for first-time exhibitors

- August 13 at 1 p.m. ET
- August 27 at 1 p.m. ET
- September 10 at 1 p.m. ET