



**THE
POWER
OF PARKS AND
RECREATION**



EXHIBITOR WEBINAR

ISLAND BOOTH AND STAND-ALONE
BOOTH APPROVALS

MEET THE EXHIBIT TEAM



Ruth Wheeler
Sr. Corporate
Development
Officer

rwheeler@nrpa.org

P: (703) 858.2178



Melissa Hunter
Development
Coordinator

mhunter@nrpa.org

P: (703) 858.2199



Angela Ragno
Exhibit Floor
Logistics Manager

aragno@nrpa.org

P: (407) 808.2352



**THE
POWER
OF PARKS AND
RECREATION**



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 and Stand-Alone 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.



**THE
POWER
OF PARKS AND
RECREATION**



TODAY'S WEBINAR AGENDA

- Event Schedule
- Important Exhibitor Information
- NRPA Stand-Alone and Island Booth Diagrams and Rules
- Stand-Alone and Island Booth Approval Review Process
- 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



EARLY MOVE-IN

Exhibitors with special circumstances may request early move-in for Saturday, September 26. All requests must be done through the official process and approved by Hargrove, the General Service Contractor. You will be notified 30 days prior to first move-in day if approved.


Possible approved examples include:


- Significant overhead rigging
- Display delivered by tractor trailer requiring drive-in access
- Lengthy setup timeline using equipment such as fork or scissor lifts


REQUESTING EARLY MOVE-IN

ORDER HARGROVE SERVICES 

EVENT HOME

KEY CONTACTS 

ADDITIONAL SHOW SERVICES 

Search products 

Print Page

Hargrove Rental Booths >

Furniture & Accessories >

Booth Accessories >

Booth Cleaning


Floor Coverings >

Signs & Graphics

Retractable Banners

Specialty Furniture >

Shipping & Material Handling >

Early Move-In Request 

Freight Plan Questionnaire

Labor >

Exhibitor-Appointed Contractors (EACs) & Third-Parties >

oroughly review the **Event Home Page**, as it contains essential information about the NRPA 2026, including details on **overtime charges**. For further guidance on managing shipments and minimizing additional fees, we also recommend [Information & Hints](#).

nce

HARGROVE

CUSTOMER SUPPORT



Exhibitor Services

(301) 306.4627

exhibitorservice@hargroveinc.com

Hargrove Shipping

(301) 306.4620

shipping@hargroveinc.com

MARK YOUR CALENDAR

Booth Approvals

Island and stand-alone booth approvals due by **Friday, June 26.**

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.



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



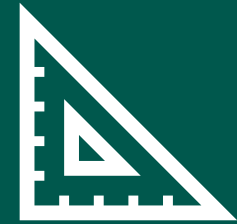
Insurance

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 ISLAND BOOTH DIAGRAMS AND RULES

NRPA BOOTH DIAGRAMS AND GUIDELINES

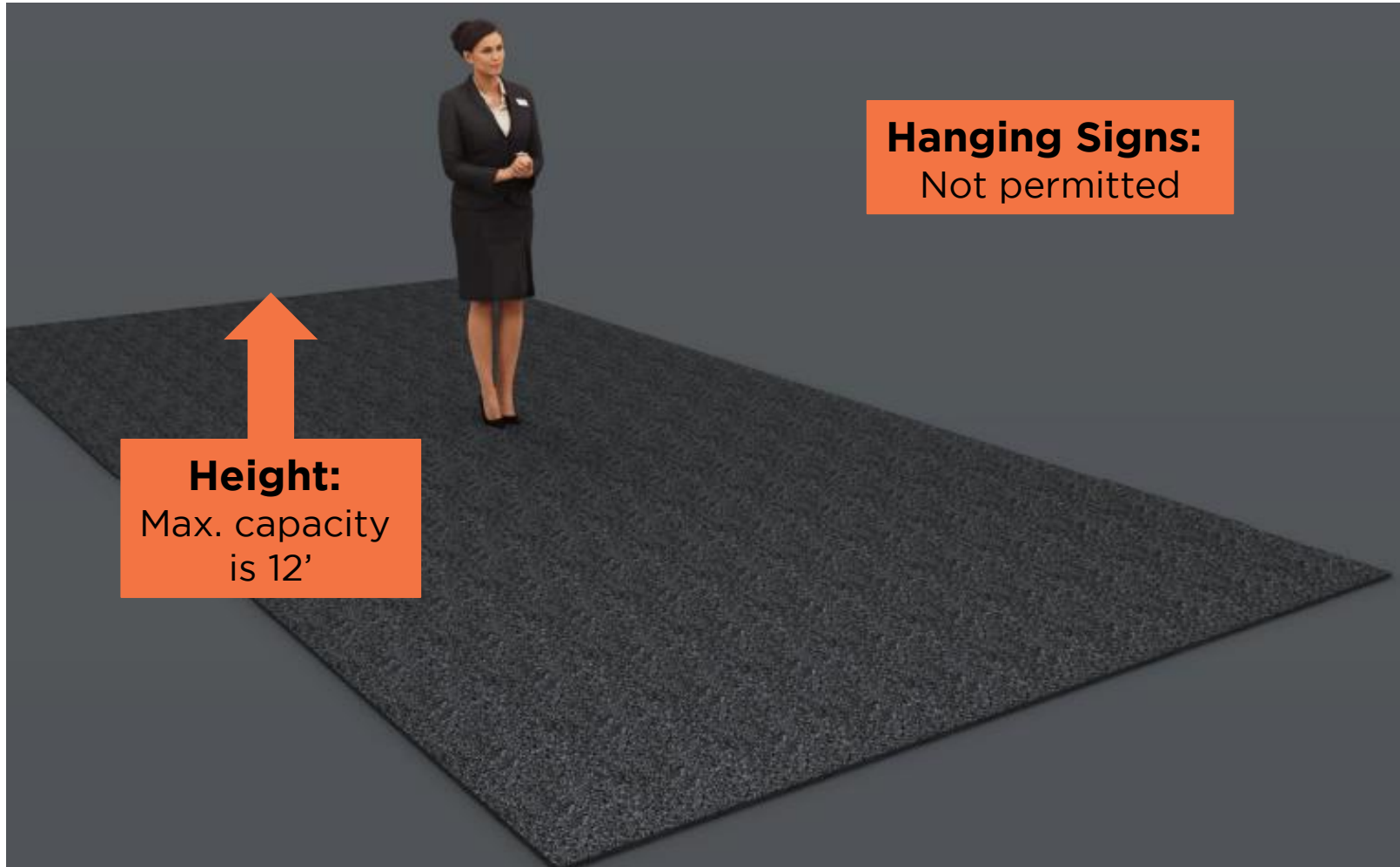


What is the number one resource that will save you time and ensure a smooth, violation-free setup experience in Philadelphia?

[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.

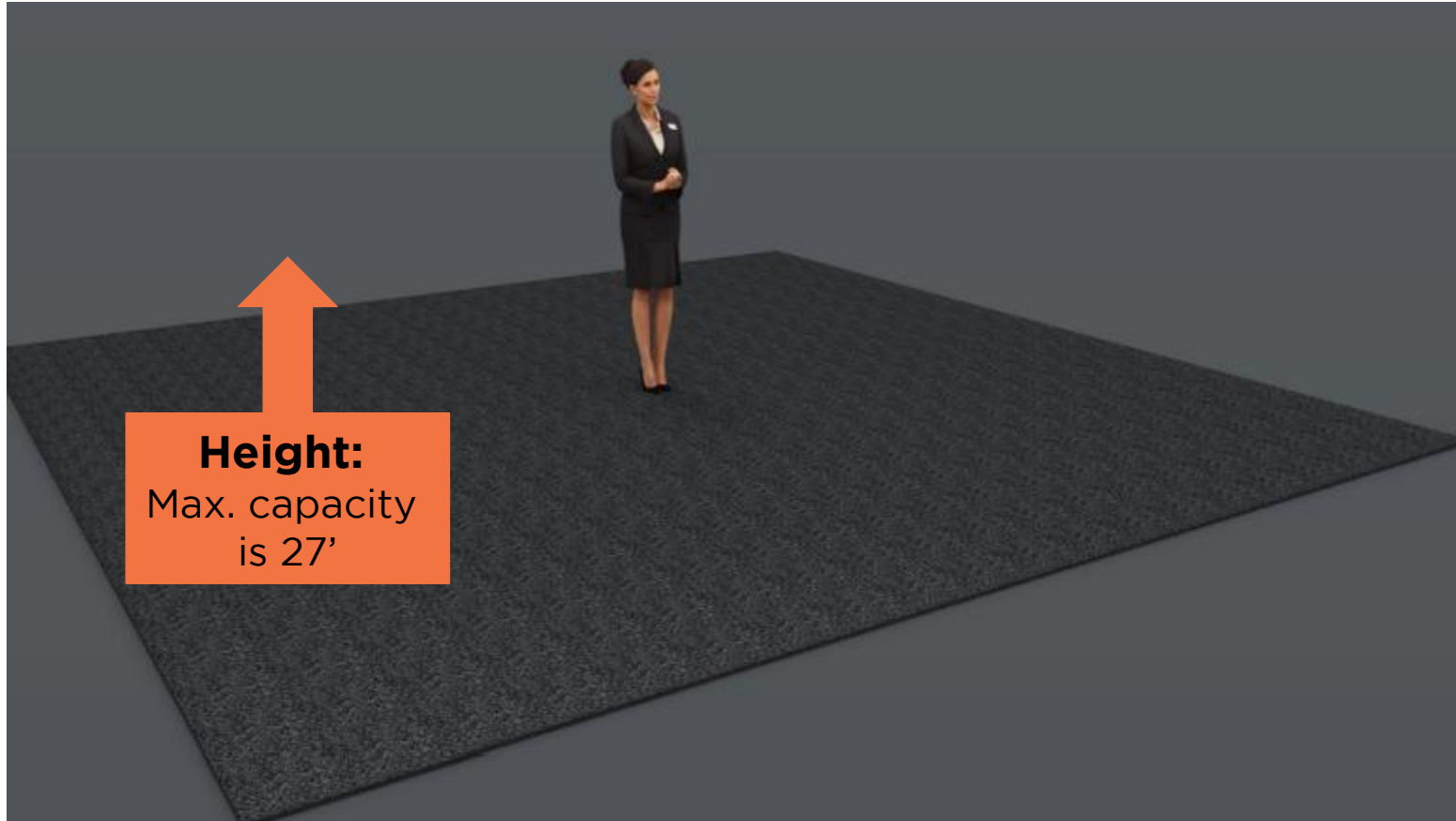
STAND-ALONE BOOTH



Exhibitor is responsible:

- All items inside the booth space (i.e., carpet/flooring, tables, chairs, electricity, display items).
- Completing the **Booth Approval Form by Friday, June 26.** Measurements must be included and multi-level require stamped-engineer drawings.

ISLAND BOOTH 400 SQF+



Exhibitor is responsible:

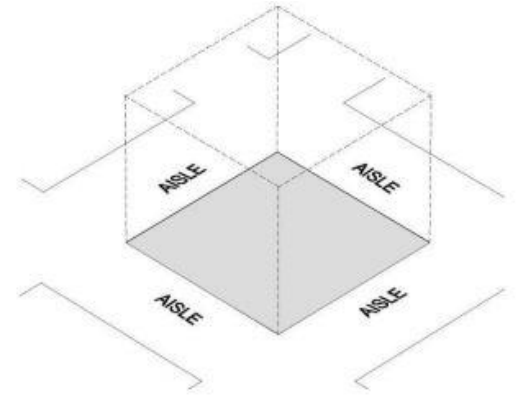
- All items inside the booth space (i.e., carpet/flooring, tables, chairs, electricity, display items).
- Completing the **Booth Approval Form by Friday, June 26.** Measurements must be included and multi-level require stamped-engineer drawings.



ISLAND BOOTH SPACE OUTLINED

Exhibitor receives:

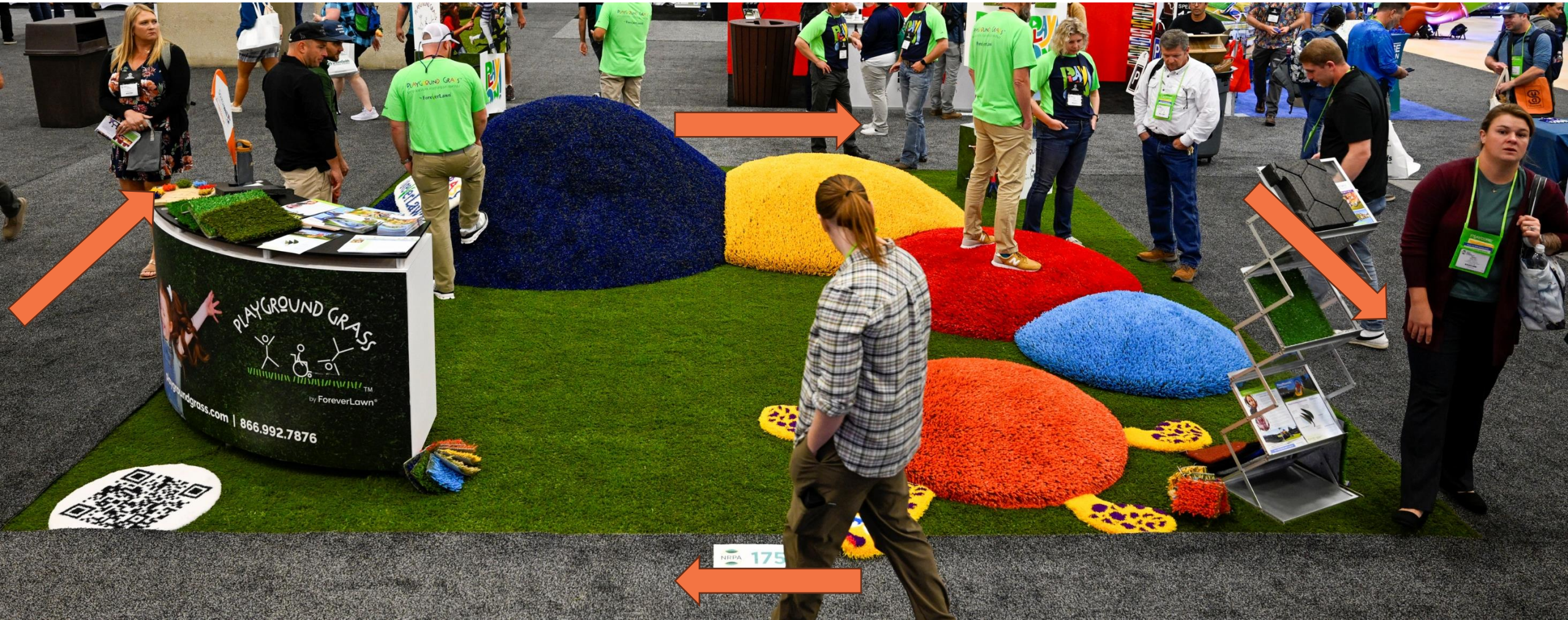
- Empty 20x20 or larger booth space.
- All four sides are exposed to an aisle.



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.

20x20 ISLAND EXAMPLE



ISLAND BOOTH RULES

Maximum height allowed for all structures + hanging signs in the booth from floor to top of the sign is 27'.

Exposed exhibit pieces must be finished, painted, and with no exposed wires or visible framing.



All canopies, displays with ceilings, pop-up tents or products taller than 8' must receive NRPA approval.

No floor to ceiling banners.
All products and structures must remain 6" inside the booth.



MULTI-LEVEL AND COVERED EXHIBITS

Multi-level booth:

Constructing a level or tier atop of an exhibit or portion of an exhibit, with the intention of being occupied by one or more persons.

Covered booth:

Placing something over or upon an exhibit or portion of an exhibit to cover the ground level. The upper portion is not intended or structured to be occupied.



BOOTH APPROVALS AND FIRE MARSHAL RULES

Two-Story Booths, Landings, Stairs

- Exhibitors who are not requesting adult use of playground equipment during the show must submit the structure stamped engineer drawing.
- Exhibitors who want adult use of playground equipment during the show must submit the structure stamped engineer drawing showing weight limits.

ISLAND BOOTH REVIEW PROCESS



BOOTH APPROVAL PROCESS

Here are the steps for ensuring your booth is fully approved prior to move-in:

1. [Download](#) and complete the Booth Approval.
2. Submit your form and detailed drawings with dimensions by **Friday, June 26** to Angela Ragno at aragno@nrpa.org. If you have a hanging sign, please submit the information, here, too.
3. Angela Ragno will review and respond with signed approval within 48 hours, or additional questions and information needed.
4. Upon booth approval, Angela will return the signed form. Please be sure on - site there are no changes to the approved exhibit.
5. If playground equipment with steps or landings is in the booth, NRPA will send to PCC. PCC will review it along with the fire marshal and provide final approval. PCC will provide final approval to the exhibitor

BOOTH APPROVAL FORM



ISLAND BOOTHS 400 SQF + BOOTH APPROVAL FORM

To ensure visibility for all exhibitors at the 2026 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 26, 2026**. All booths must follow NRPA Booth Diagrams and Guidelines Manual.

Exhibitor EXHIBITOR ABC Contact JOHN SMITH
Booth # 123 Phone 617-845-123 Email JSMITH@EXHIBITORABC.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 Diagrams and Guidelines Manual). Email submission of this form to 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
- Booth Unapproved- Missing Measurements

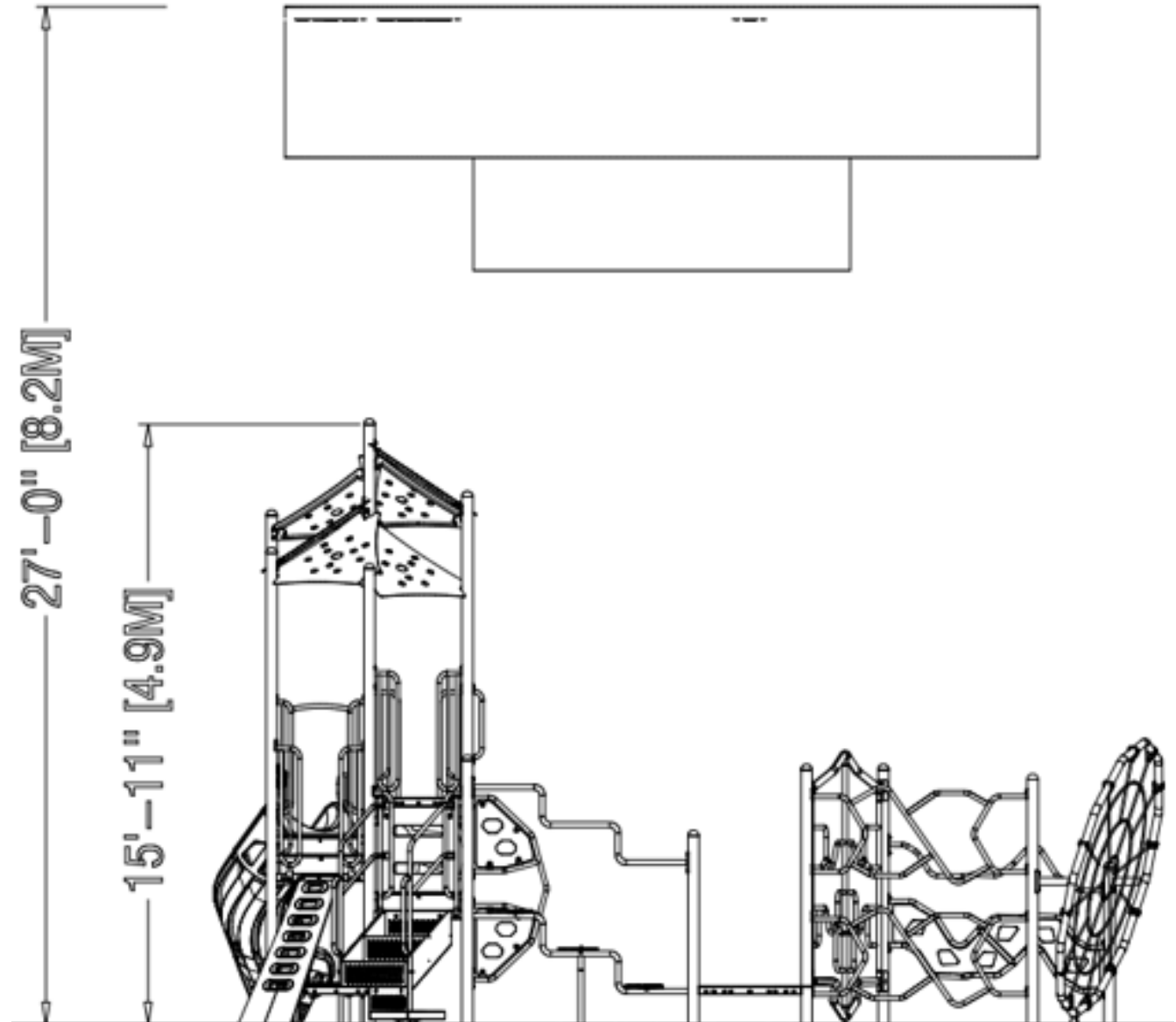
Show Management Signature _____ Date _____

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 2026 event only.**

DEADLINE: Friday, June 26

Questions? Contact Angela Ragno at 407-808-2352 or email aragno@nrpa.org

EXAMPLE DRAWING





VEHICLE DISPLAYS - PCC

Pennsylvania Convention Center (PCC)

- Fuel limits: vehicles must not contain more than $\frac{1}{4}$ tank of fuel or 5 gallons (whichever is less)
- Vapor Prevention: All fuel tank openings must be sealed or capped 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 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 2026 **overtime charges**. For further guidance on managing shipments and minimizing additional fees, please visit the **Shipping & Material Handling Information & Hints**.



Material Handling

Advance Warehouse

DEADLINES FOR APPROVALS


Follow all instructions fully and include all measurements!

NRPA

All companies with an island booths must submit the Booth Approval Form to show management by June 26, 2026.

FIRE MARSHAL

Any exhibit with playground equipment that has a landing or second tier will be forwarded to PCC and Fire Marshal for review.



**BOOTH EXAMPLES:
APPROVED VS.
VIOLATIONS**

APPROVED BOOTH SAMPLES



Open Booth
under 27'H



Open booth
with 25%
visibility



Multi-Level
with open
environment





Open and organized environment with items 6" inside booth



Open booth with 25% visibility



Open Booth with hanging sign under 27'H



Open Booth with hanging sign under 27'H



BOOTH VIOLATION SAMPLES



The two walls completely block off visibility



The raised deck offers no ADA ramp and the walls block off visibility



The hanging sign in this booth is over 27' from ground to top of signage



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.



BOOTH VIOLATION 3 YEAR 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 well-maintained lawn. In the background, a dense urban skyline with various skyscrapers is visible under a cloudy sky. A river or canal flows through the city on the right side. The entire image has a warm, orange-tinted 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