



**THE  
POWER  
OF PARKS AND  
RECREATION**



**EXHIBITOR WEBINAR**  
LET'S GET STARTED!

## MEET THE EXHIBIT TEAM



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**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 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

- [Conference Basic Information & Exhibitor Schedule](#)
- [2026 Theme and Exhibitor Marketing Toolkit](#)
- [Official Third-Party Vendors and Partners](#)
- [How To: Accessing Online Accounts \(NRPA and Hargrove\)](#)
- [How To: Update Digital Listings](#)
- [Exhibitor Registration: Staff Badges & Hotel Reservations](#)
- [Key Policy Reminders & Exhibit Hall Requirements](#)
- [Reviewing Booth Types, Inclusions and Responsibilities](#)
- [Important Dates & Deadlines](#)
- [Questions & Answers](#)



# CONFERENCE BASIC INFORMATION & EXHIBITOR SCHEDULE



# 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

# 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.

# 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



# 2026 THEME & EXHIBITOR MARKETING TOOL KIT

# 2026 CONFERENCE THEME

**NRPA's theme for the 2026 NRPA Annual Conference is "The Power Of..."**



**THE  
POWER  
OF PARKS AND  
RECREATION**

- Our core conference branding focuses on “The Power of Parks and Recreation”
- Exhibit Hall branding will focus on “The Power of Innovation”
- In your messaging, feel free to adapt “The Power Of...” however you see fit for your product or service.

Facebook:  
@NationalRecreationandPark  
Association

X:  
@NRPA\_news

LinkedIn:  
@national-recreation-and-  
park-association

Instagram:  
@nrpa

Hashtag:  
#NRPAConference2026

Website Link:  
Conference.nrpa.org

# EXHIBITOR MARKETING TOOLKIT

This toolkit makes it easy to help get the word out about your exhibit and generate excitement among your network and conference attendees!

- Social Media Resources and Recommendations
- Graphics, Newsletter and Website Content
- Media Relations Tips

Download the toolkit [Here](#).

Download the official exhibitor logo [Here](#).

Download the social media graphics [Here](#).

Download the email banner images [Here](#).



# EXHIBITOR MARKETING TOOLKIT EXAMPLES

WE'RE EXHIBITING AT  
#NRPACONFERENCE2026!

**THE  
POWER  
OF PARKS AND  
RECREATION**

PHILADELPHIA  
SEPTEMBER 29-OCTOBER 1



A photograph of a woman in a grey t-shirt and white pants flexing her biceps on a red banner that says 'FINISH'. The banner is part of an exhibition booth with white railings. Other banners in the background include 'Shade systems' and 'Nirvana'.



2026  
ANNUAL  
CONFERENCE

## EXHIBITOR

WE'RE EXHIBITING AT THE

**THE  
POWER  
OF PARKS AND  
RECREATION**



2026  
ANNUAL  
CONFERENCE

PHILADELPHIA  
SEPTEMBER 29-OCTOBER 1



# OFFICIAL THIRD-PARTY VENDORS AND PARTNERS



# 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.





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](mailto:exhibitorservices@paconvention.com)

## **Event Technology, Internet and Telecommunications**

Event Technology Department

[eventtechnology@paconvention.com](mailto: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.

# HOW TO: ACCESSING ONLINE ACCOUNTS



# ONLINE NRPA ACCOUNT

Your NRPA Annual Conference online exhibitor hub streamlines access to valuable information, resources and services that will enhance your exhibitor experience!

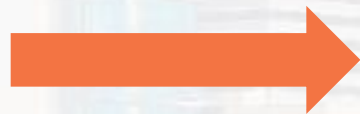
Access to:

- Exhibit staff registration and badges
- NRPA online exhibitor hub
- Sponsorship opportunities
- View and pay invoices
- Digital listing and more!



# 2026 NRPA ANNUAL CONFERENCE

Welcome to 2026 NRPA Annual Conference!



Login

Create Account





**First Name \***

**Last Name \***

**Email Address \***

**Confirm Email \***

**Password \***

Minimum 6 characters, at least 1 uppercase letter, at least 1 lowercase letter, at least 1 number, and at least 1 special character.

**Confirm Password \***

[Share my information with Companies](#)

# Login

Email

rwheeler@nrpa.org

Password

.....

Remember My Login

[Forgot Password/First Time Login](#)



Login

Cancel

### NEW EXHIBITING COMPANY?

Is your company new to this show? Welcome! Please click the 'Create Account' button above to:

- Create your account
- Search and associate yourself to a company
- Create a new company
- Reserve a Booth

### NEW CONTACT?

If you are a new contact for a company that has exhibited with us in the past, please use the search and associate form. If the former contact is no longer with your organization, please contact [exhibits@nrpa.org](mailto:exhibits@nrpa.org) for us to set your account up.

**Search for Existing Company or Create Company** 

### RETURNING EXHIBITORS?

Click Login above to:

- Reserve a Booth
- Access the Exhibitor Lounge
  - Update Profile
  - Access Exhibitor Lounge
  - Access Exhibitor Lounge
  - Access Exhibitor Lounge

Create Company

NRPA

---

NRPA Exhibitor Lounge & Sales Office

---

NRPA Poster Sessions

---

2025 NRPA Local Host Committee

---

NRPA SPORTS DEMO ZONE

---

NRPA Attendee Lounge - Playground Grass by ForeverLawn

### SEARCH FOR

#### Company Look

Search for your company in the list of suggestions,

Join Company

Not seeing a purchase?

[Click Here](#)

[Refresh](#)

## HOTEL ROOM RESERVATIONS

Log in and navigate to the right side of the page, then select Exhibitors > Individual Exhibitor Hotel Reservations or Request Exhibitor Group Block.

## MY ACCOUNT

Print a copy of your account statement, see when the next payment is due or make a payment through the website.

## TASKS

[Housing Reservation](#)



[Badge Registration](#)



## EXHIBITOR BADGE REGISTRATION

[Click here to begin the staff badge registration process.](#)

## SPONSORSHIP PROGRAMS

Expand your presence by becoming an NRPA sponsor! Visit the sponsorship gallery.

## FEATURED LINKS

[Exhibit Hall Hours and Move-in Schedule](#)

[NRPA Exhibit Contacts](#)

## HARGROVE

Visit Hargrove's conference web site to begin exhibit orders and information on exhibitor move in and move out.

## UPGRADE YOUR LISTING!

Exhibitors with upgraded listings get 2x the visibility! [Click Here to upgrade your listing today!](#)



# ONLINE EXHIBITOR SERVICES KIT

The NRPA Annual Conference online exhibitor service kit provides easy access to information, service providers and forms to start your booth planning process!

Access to:

- Hargrove exhibitor services
- Convention center utilities
- Booth catering
- Lighting and rigging
- Labor and more!

2026 NRPA Annual Conference

Venue: Pennsylvania Convention Center

September 27 - October 1, 2026



ORDER HARGROVE SERVICES

EVENT HOME

KEY CONTACTS

ADDITIONAL SHOW SERVICES

Search products

Print Page

### ! IMPORTANT

We encourage all exhibitors to thoroughly review the **Event Home Page**, as it contains essential information about the NRPA 2026, including details on **Material Handling** and potential **overtime charges**. For further guidance on managing shipments and minimizing additional fees, we also recommend reading the **Material Handling Information & Hints**.

### 📍 LOCATION & DEADLINES

2026 NRPA Annual Conference

# HARGROVE

## CUSTOMER SUPPORT



Exhibitor Services

(301) 306.4627

[exhibitorservice@hargroveinc.com](mailto:exhibitorservice@hargroveinc.com)


Hargrove Shipping

(301) 306.4620

[shipping@hargroveinc.com](mailto:shipping@hargroveinc.com)

# HOW TO: UPDATE DIGITAL LISTINGS



**National Recreation and Park Association**  
Basic  Booth #1345

**Start the Exhibitor Tour to learn how to upload your branding, contact information, and categories.**



**EXHIBITOR HUB TOUR**

[Start Tour](#)

**Exhibitor Hub**

Welcome to your Exhibitor Hub! This is where you will manage all of your exhibitor information, listings, and tasks.

[« Prev](#) [Next »](#) [End tour.](#)

[Switch Companies](#)

**If you have more than one brand, switch companies**



**National Recreation and Park Association**

Basic  Booth #1345

**EXHIBITOR HUB TOUR**

Start Tour

### Exhibitor Logos and Images

Visit the three-dot menu located in the upper right corner. Click on add Photo to upload your logo (360x360.) This will appear in the circle in the lower left corner.

<< Prev Next >>

End tour.

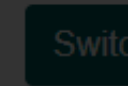


\*\*\*



ional Recreation and Park Association

Booth #1345



Exhibitor Logos and Images #2

Visit the three-dot menu located in the upper right corner. Click on add a featured photo to upload your logo (360x360). This will appear in the exhibitor directory to attendees!

<< Prev Next >>

End tour.

SEE NEXT SLIDE AS EXAMPLE



Wisdom Playgrounds, Inc.

#1801



Explore

Pilot Rock / R.J. Thomas Mfg. Co.

#418



Explore

Portolite Pitching Mounds

#837



Explore



## MY FAVORITES

You have not favorited any listings or exhibitors yet.

## EXHIBITOR LIST

Search



Name ↑

Favorites

Categories +

State/Region +

Country +

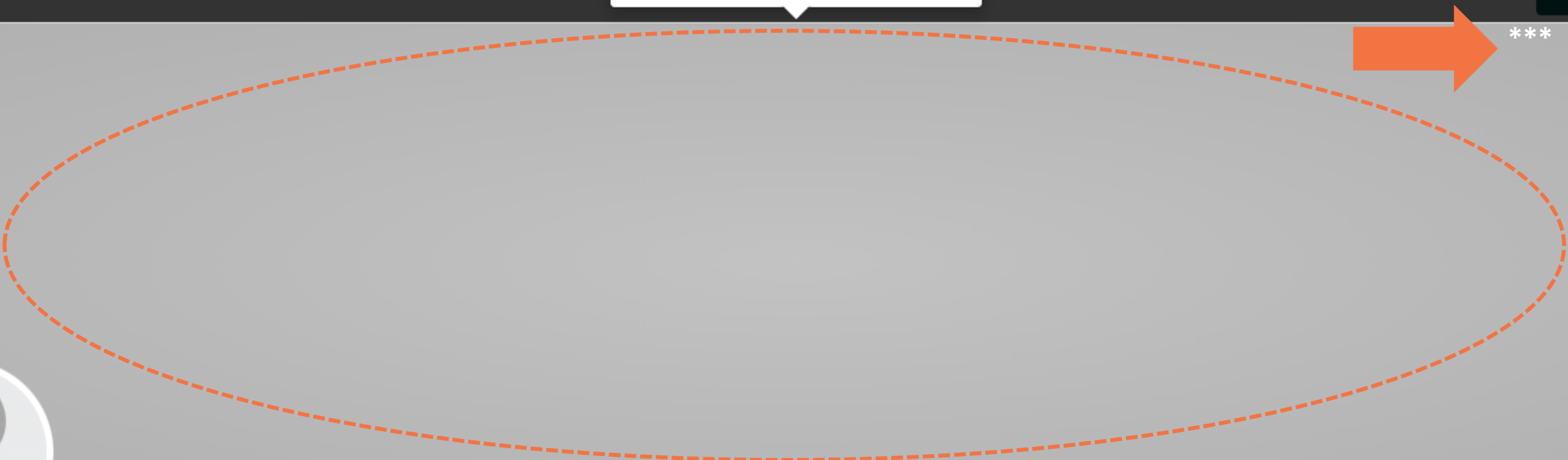
Name	Booth				
Army Family and MWR	Booth #2547				
Bigbelly	Booth #226				
Playcraft Systems	Booth #1100				

Exhibitor Logos and Images #3

Visit the three-dot menu located in the upper right corner. Click on add a cover photo (1440x360) which will be your background image.

<< Prev Next >>

End tour.



National Recreation and Park Association

Booth #1345

### Listings

Easily add listings, such as products and videos, and track your profile completion progress.


« Prev Next »

End tour.

50%

Not seeing a purchase?

Click Here

 Refresh

## ation and Park Association

## TOUR

### Profile Information

Click on edit and fill out your exhibitor profile information, including product categories, so attendees can learn about your services and offerings.

<< Prev Next >>

End tour.



Name

National Recreation and Park Association

What We Do

This is a test. I am with NRPA.

**EDIT**

[Click Here](#)

[Refresh](#)

### HOTEL ROOM RESERVATIONS

Log in and navigate to the right side of the page, then select Exhib

### EXHIBITOR BADGE REGISTRATION

Click here to begin the staff badge registration process.

### HARGROVE

Visit Hargrove's conference web site to begin exhibit orde

### MY ACC

Print a copy of your next payme

### SPONSORSHIP PROGRAMS

Expand your presence by becoming an NRPA sponsor! Visit the s

### UPGRADE YOUR LISTING!

Exhibitors with upgraded listings get 2x the visibility! Click

**Tasks**

Manage any tasks that need to be completed for the show and view due dates.

[« Prev](#) [Next »](#) [End tour.](#)

### TASKS

- Housing Reservation** ▾
- Badge Registration** ▾
- Booth Approval Forms-Island Booths Only** ▾  
Due: 📅 06/26/2026 11:59 PM
- Booth Approval Form- Stand-Alone** ▾  
Due: 📅 06/26/2026 11:59 PM

### FEATURED LINKS

- [Exhibit Hall Hours and Move-in Schedule](#)
- [NRPA Exhibit Contacts](#)
- [Exhibitor Resources](#)
- [Exhibitor Marketing Toolkit](#)

**Get Started**

Start by updating your profile with your logos and images, Then, begin adding your listings so that attendees can find your offerings!

<< Prev Next >>

End tour.

**START TODAY!**



**National Recreation and Park Association**

ic  Booth #1345

**EXHIBITOR HUB TOUR**

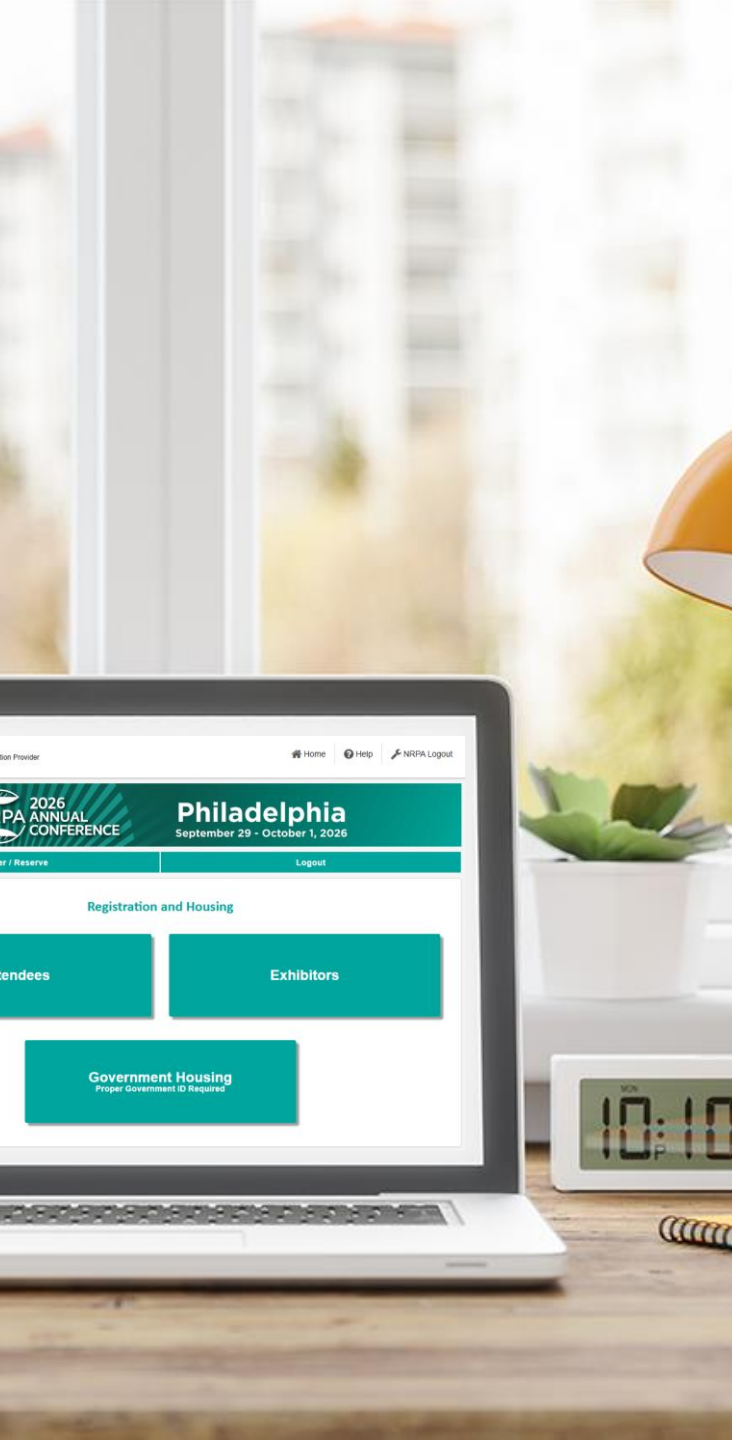


**EXHIBITOR  
REGISTRATION: STAFF  
BADGES & HOTEL  
RESERVATIONS**

# EXHIBITOR REGISTRATION

## Registration is now open!

- [Login](#) to your NRPA Online Exhibitor Hub
- Click on Exhibitor Badge Registration and follow the prompts!
- Exhibitor Badges will not be mailed. Please go to exhibitor registration to pick up your badge(s).
- On-Site Exhibitor Registration will open on Sunday, September 27 at 12:00pm ET.
- **Important:** To receive one complimentary opening night reception ticket per company, be sure to register for the **exhibitor full conference reg type**.





# 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.

Not seeing a purchase?

[Click Here](#)

 Refresh

## HOTEL ROOM RESERVATIONS

Log in and navigate to the right side of the page, then select Exhibitors > Individual Exhibitor Hotel Reservations or Request Exhibitor Group Block.

## MY ACCOUNT

Print a copy of your account statement, see when the next payment is due or make a payment through the website.

## TASKS

[Housing Reservation](#) ▾

[Badge Registration](#) ▾

## EXHIBITOR BADGE REGISTRATION

[Click here to begin the staff badge registration process.](#)

## SPONSORSHIP PROGRAMS

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## FEATURED LINKS

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[NRPA Exhibit Contacts](#)

## HARGROVE

Visit Hargrove's conference web site to begin exhibit orders and information on exhibitor move in and move out.

## UPGRADE YOUR LISTING!

Exhibitors with upgraded listings get 2x the visibility! [Click Here to upgrade your listing today!](#)

Official Registration Provider



**Philadelphia**  
September 29 - October 1, 2026

Select a company to proceed.

**If you have more than one brand exhibiting, select the one you want to register.**

**National Recreation and Park Association**

**NRPA Sales Office**

**National Recreation and Park Association**

## Welcome National Recreation and Park Association!

[Company Details](#)[Registration](#)[Pay](#)[Invoice](#)[Receipts](#)[Lead Retrieval !\[\]\(ce7c5d6a792a8783ba1f4b0eeb0acbd0\_img.jpg\)](#)[Book Housing !\[\]\(a0c20551745271d88e99b0e44767ed91\_img.jpg\)](#)

### Company Info

Address	Phone
22377 BELMONT RIDGE ROAD Ashburn, VA 20148 223	800-626-6772

### Primary Contact

Name	Email	Status	
Hayley Herzing	hherzing@nrpa.org	Not registered for event	<a href="#">Register Myself</a>
Ruth Wheeler	rwheeler@nrpa.org	Not registered for event	<a href="#">Register Myself</a>
Emily Gnagy	egnagy@nrpa.org	Not registered for event	<a href="#">Register Myself</a>

1. On-Site Exhibitor Registration will open on Sunday, September 27 at 12:00pm ET.
2. Exhibitor Badges will not be mailed. Please go to exhibitor registration to pick up your badge(s).
3. **Exhibitor Registration Deadline**  
There is **no formal deadline** for exhibitor registration — changes can be made right up until the start of the conference. However, to **reduce waiting times and avoid on-site delays**, we strongly recommend submitting your completed registration **as early as possible**.

### Each 10x10 booth receives:

- 5 Booth Staff Badges. 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 Exhibitor Guest Passes. These provide access during exhibit hall hours only.
- If you have more than one 10x10, multiply the number of booth staff passes or guest passes. For example, if you have a 10x20 you receive 10 booth staff badges, and 4 guest passes.

### Each exhibitor — regardless of size — receives:

- 1 Exhibitor Full Conference Badge. Additional passes can be purchased.

Welcome National Recreation and Park Association!

Company Details

Registration

Pay (\$0.00 Due)

Invoice

Receipts

Lead Retrieval 

Book Housing 

### Allotments

Booth Staff
150 of 150 remaining, Complimentary
Exhibitor Full Conference
1 of 1 remaining, Complimentary
Exhibitor Guest Pass
60 of 60 remaining, Complimentary

Register an Individual

or

Import a List

First Name \*

Ruth

Last Name \*

Wheeler

Email \*

rwheeler@nrpa.org

CC Email Address

Badge First Name \*

Ruth

Title \*

Sales

Registration Type \*

Booth Staff

Address

Same as Contact

Address 1 \*

Address 2

## Demographics

\* Emergency Contact Name

Craig Wheeler

\* Emergency Contact Phone Number

123-456-7890

\* \* NRPA strives to create a safe and inclusive conference for all attendees. In order to accommodate our attendee's needs, please take a moment to let us know of any food allergies, religious or dietary practices.

None

\* Please tell us what you need to fully participate in the meeting or event, such as mobility, hearing or sight access needs; food, beverage, or scent allergies; sensory and communication, and neurodivergent needs. If you do not need any accommodations, please put N/A. (Note: For hotel requests, please provide accommodation information when booking your room).

None

\* Is this your first NRPA conference?

No

\* What is your Employer type:

Supplier/Exhibitor

\* To the extent you feel comfortable, please indicate which of the following best describes your occupation (select one):

Park and Recreation Professional

**Everyone must answer \*  
seven demographic  
questions per registration**

Certified Playground Safety Inspector (CPSI) Course Only  
Certified Playground Safety Inspector (CPSI) Exam Only  
Aquatic Facility Operator (AFO) Course & Exam  
Aquatic Facility Operator (AFO) Exam Only

### Off Site Institutes & Leisure Tours

Off Site Institutes & Leisure Tours

**Ticketed Events**

Ticketed Events

Save and Add Another

**During the exhibitor staff registration process you will see ticketed events, this is where you ADD opening night party tickets, golf tournament and other special events.**

## Registrations

Search



Confirmation Number

First Name

Last Name

Email

Company

Registration Type

Admission Item

Balance

Modify

Nobody is registered yet... Add a registrant above!

Items per page: 10

0 of 0



PAY NOW >



# EXHIBITOR HOUSING

- [MCI USA](#) is the only official housing company for the 2026 NRPA Annual Conference.
- 28 Philadelphia downtown hotels are [participating](#) in the NRPA housing block.
- For more information about the 2026 housing block properties and rates, please visit the [conference website](#).

## Exhibitor Housing Block Contact:

Christian Jordan

Housing VIP-Exhibitor Specialist

Direct (972) 349-5997

[Christian.Jordan@wearemci.com](mailto:Christian.Jordan@wearemci.com)

[Register / Reserve](#)

[Logout](#)

## Registration and Housing

[Attendees](#)



[Exhibitors](#)

[Government Housing](#)  
Proper Government ID Required


Register / Reserve

Hotel Info

## REGISTER

  
**Exhibitor Registration**

**Please be sure to click to right to make reservations. Do not use this for exhibitor badge registration. You do not need to register staff badges to make your hotel room reservation(s).**



## RESERVE HOUSING

**Individual Exhibitor Hotel Reservations**

**Request Exhibitor Group Block**  
5 or more rooms



# 2026 NRPA Annual Conference

September 29, 2026 - October 1, 2026

Pennsylvania Convention Center  
1101 Arch Street  
Philadelphia, PA 19107, US

Check-in



Checkout



Rooms



Guests per room



Search



**Browse All Hotels**

Have flexible dates, or want to see all hotels before selecting your stay dates?

[View all hotels](#)

Now accepting reservations!



Need Assistance?

[Contact Customer Service](#)

We use essential cookies that are necessary for basic website functionality and cannot be switched off in our systems, and marketing cookies that allow us to provide and receive data from our partners about how marketing campaigns are performing, or how interaction with various parts of the site occurs. By clicking "Accept all cookies" you allow us to use cookies for all of the above purposes, by clicking "Accept only essential cookies" you allow us to set only



## **MCI USA**


### **CUSTOMER SERVICE**

Monday - Friday

8 a.m. - 5 p.m. CT

Call Center Support: (972) 349.5902

[nrpa@jade.mcievents.com](mailto:nrpa@jade.mcievents.com)



# **KEY POLICY REMINDERS & EXHIBIT HALL REQUIREMENTS**

# 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



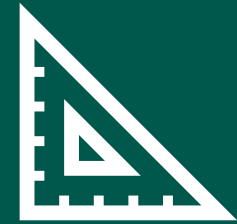
### Insurance

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 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.



# **REVIEWING BOOTH TYPES, INCLUSIONS AND RESPONSIBILITIES**

# STANDARD LINEAR BOOTH



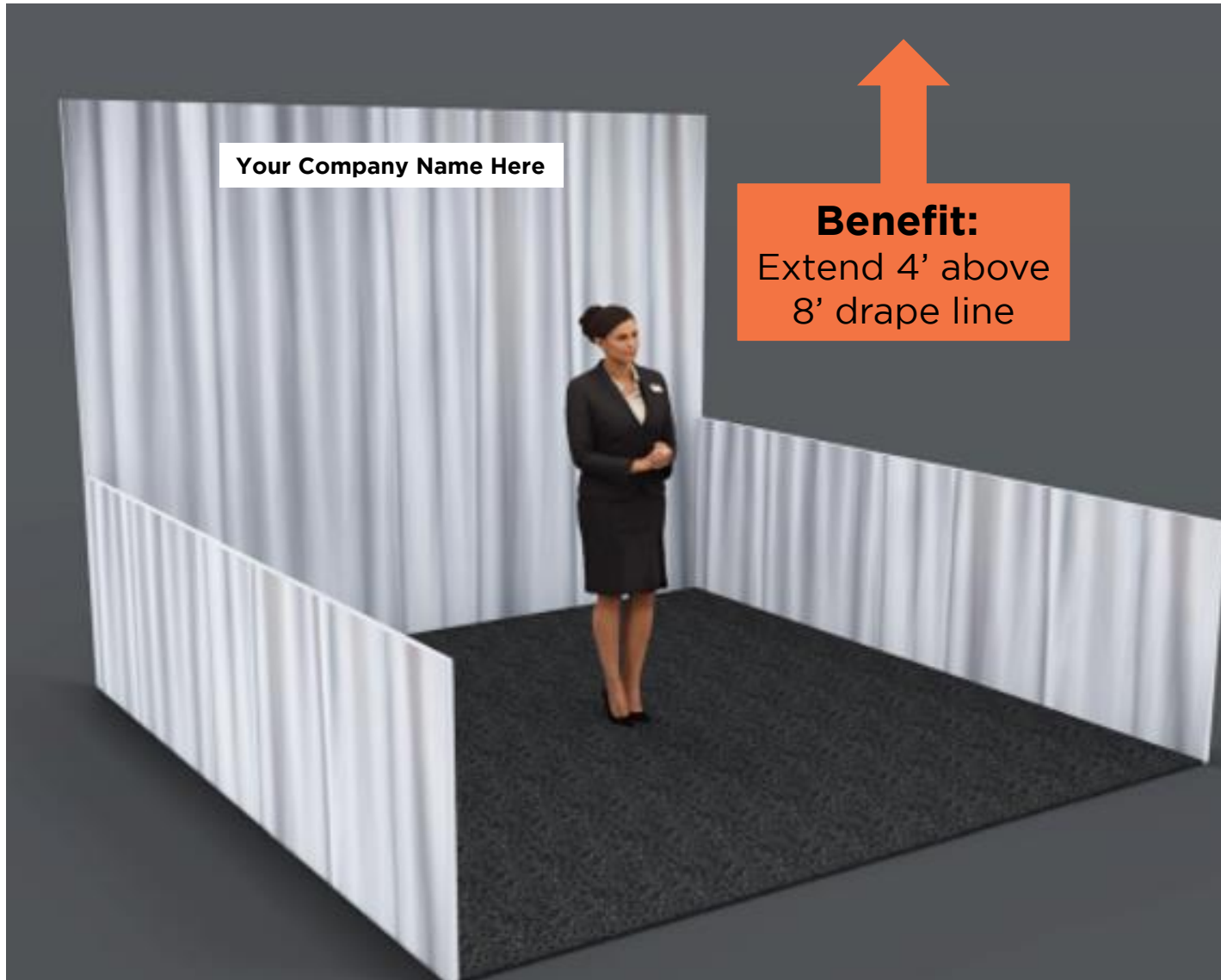
## Booth includes:

- 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 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).

# 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).

# STAND-ALONE BOOTH

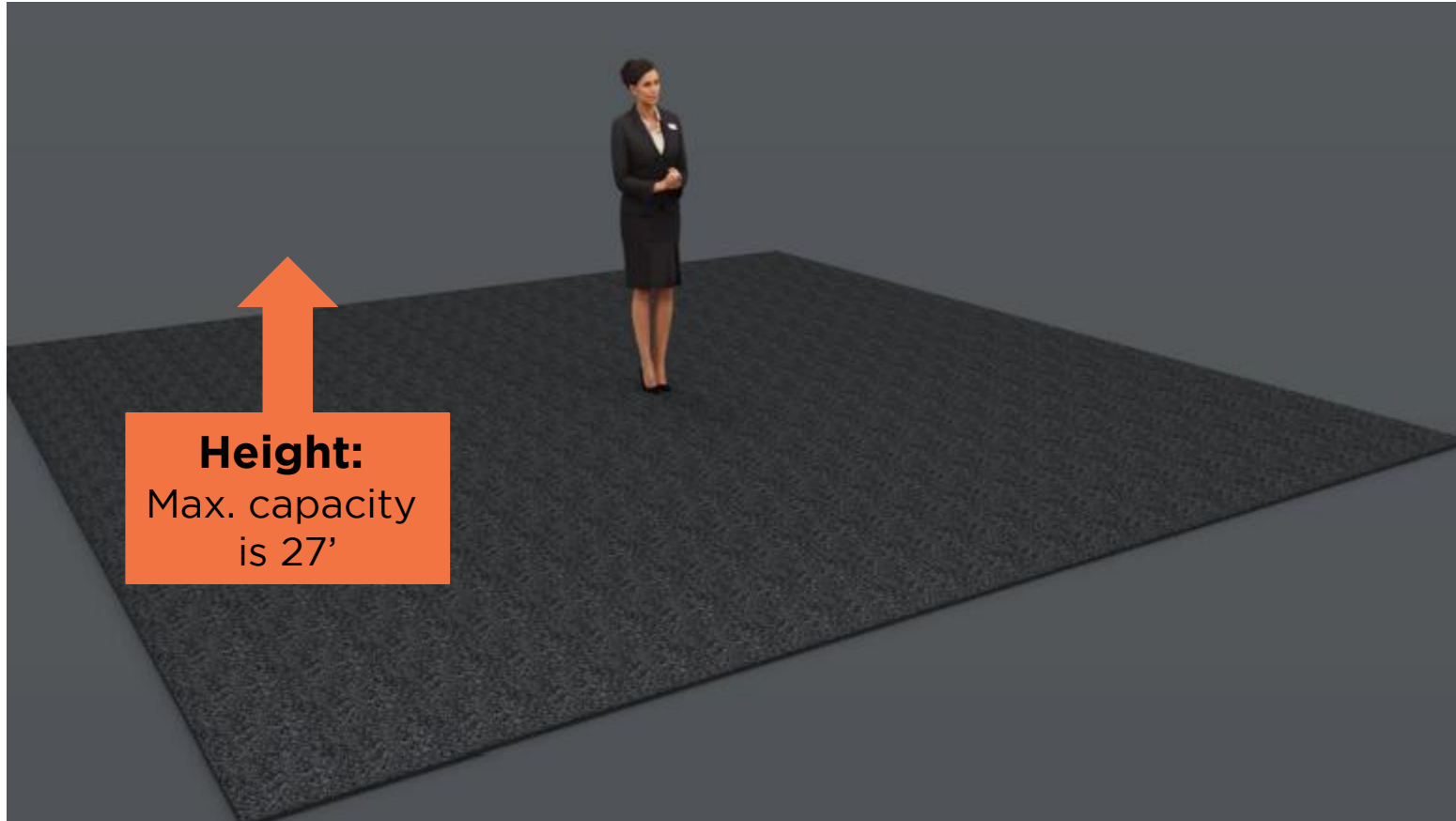
10x20, 10x30, 10x40



## 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.

# IMPORTANT DATES & DEADLINES

# 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!

**THANK YOU  
FOR JOINING  
TODAY!**

# Q&A

For more information, visit:  
[conference.nrpa.org/exhibitors](https://conference.nrpa.org/exhibitors)