



EXHIBIT POLICIES AND GUIDELINES

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ACCESS BY MINORS IN THE EXHIBIT HALL

For the safety concerns and the well-being of minors NRPA expressly prohibits children under the age of 18 in the exhibit hall — no exceptions. An exhibit hall, specifically during move-in and move-out hours, is considered an active construction zone with heavy machinery and equipment moving around freight and materials. NRPA Show Management, hired security personnel and building authorities will strictly enforce this important safety regulation.

ANIMALS AND PETS

Animals are not permitted on the premises of the Pennsylvania Convention Center (PCC), except in conjunction with an approved exhibit, or in accordance with the Americans with Disabilities Act as a service animal trained to do work or perform tasks for the benefit of an individual with a disability. Animals approved to be on the premises must meet the following guidelines:

- Animal(s) must be on a leash, within a pen or under similar control – always.
- Animal(s) must be properly permitted in accordance with the City of Philadelphia Environmental Health Services. Contact (215) 685-9000 for more information.
- Animal handler(s)/owner(s) must attend to proper sanitary needs, adequate breaks, and provide necessary food and drinking water access.
- Animal exhibits are not permitted on carpeted PCC areas.

The animal handler/owner will be fully responsible for the animal while on the premises and for the removal of all waste from the animal exhibit area, according to the PCC, and will be responsible for all costs associated with pet-relief areas and cleaning. NRPA must be notified if you plan to have an animal in your exhibit. [Download the Animal Waiver Form.](#)

BALLOONS OR INFLATABLES

Helium and mylar balloons may not be distributed in the PCC and are not allowed on the show floor at any time or to be used in the design of the exhibit space. If an exhibitor violates this policy and enters the exhibit hall with balloons, a retrieval charge may be assessed per helium balloon that escapes into the ceiling. All costs incurred for the retrieval, labor and/or damage due to balloons or inflatables will be the exhibitor's sole responsibility. Helium tank storage inside the convention center is strictly prohibited.

BOOTH AND MATERIAL ABANDONMENT

Exhibiting companies are required to make cleaning and labor arrangements for materials dismantlement and/or removal. It is expected and required that all the exhibiting material be removed at the end of the show. It is not appropriate for bulk material to be left in the aisles while moving in or left behind after moving out. This includes but is not limited to flooring, large boxes and crates, racks, exhibit displays, literature, etc. If the exhibiting company does not want any or part of its exhibit materials, arrangements for cleaning labor and dumpster/disposal must be made in advance through the General Service Contractor. Exhibitors who do not comply with this policy and leave excessive literature and/or display materials in their booths during move in or move out will be deemed guilty of "material abandonment" and will be charged for the removal of these items.

BOOTH APPEARANCE

All open or unfinished sides of the exhibit must be covered or NRPA Show Management will have them covered at the exhibitor's expense. Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit. Exhibitors who do not properly cover the floor of their entire exhibit area are required to have carpet/flooring supplied by the General Service Contractor at the exhibitor's expense.

BOOTH APPROVAL PROCESS

Island exhibitors (400' SQF or larger) must provide a drawing and three-dimensional renderings of both the hanging sign and the floor-supported booth structure, with dimensions, to NRPA Show Management, exhibits@nrpa.org. Deadline to submit your booth approval form is Friday, June 26, 2026. An on-site inspection from the NRPA show management team will also occur. Please be sure your approval form, drawing, and structure match what you submitted. To download the island booth approval form, [click here](#).

BOOTH VIOLATION POLICY

Noncompliance with any NRPA or building rule or regulation may result in receiving a booth violation notice. If an exhibiting company receives a booth violation notice, the company will have until Monday at 6 p.m. (local time) to correct the issue to NRPA 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 three-strike, consecutive-year violation 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 + One-Year No Exhibit Probationary Period

CELL-PHONE USAGE

The PCC strictly prohibits the use of cell phones while operating equipment or vehicles. It is the responsibility of all parties to comply with this important safety measure.

CLEAN FLOOR POLICY

Items must be removed from the show floor as follows by Monday at 7:30 p.m. EDT. No exceptions:

- All crates and skids labeled for **EMPTY** storage
- All bulk trash labeled for disposal
- All ladders and large booth construction equipment
- All booths set and show ready

Following this Clean Floor Policy schedule will allow the General Service Contractor sufficient time to complete the laying of the aisle carpet and the overall cleaning of the exhibit hall, as well as provide exhibitors the space to complete their booth set up by keeping aisles clear.

There will be no exceptions to this policy. Crates without empty or access storage stickers will be tagged by the area floor managers or the General Service Contractor and removed from the exhibit hall — whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to moving out.

CONSTRUCTION/DESIGN

Booths must be constructed per the guidelines provided within this planning guide for the specific type of booth space being leased. Violations could result in a fine and/or loss of priority points. The NRPA Annual Conference

trade show floor is a “No Concrete” show. All booths must order or supply their own floor covering that completely covers the cement floor within their contracted booth space. If flooring is not ordered or supplied by the exhibiting company, NRPA Show Management will request carpet be installed by the General Service Contractor at the exhibiting company’s expense. Flooring must be installed in all booths by Monday at 6 p.m. EDT.

DECORATIONS

Decorations and materials may not be taped, nailed, tacked, stapled or otherwise attached to ceilings, painted surfaces, columns, fabrics, doors, windows or walls within the convention center.

- Adhesive-backed (stick-on) decals, stickers or similar items are not permitted and may not be distributed by exhibitors.
- Glitter and confetti are not permitted in any area of the convention center.
- Decorations may not block or restrict access to exit doors, fire extinguishers or equipment, sprinklers, or emergency lighting systems.
- All decorations must be treated with an approved flame-proofing solution or constructed of flameproof material.

All costs incurred by NRPA for the removal of these items by the convention center will be charged to the exhibiting company who distributed the item(s).

DISPLAY OF PRODUCT

Aisles must not be obstructed at any time. No portion of an exhibitor’s display, product or demonstration may extend into any aisle, including the audience. Space within the booth must be designated for any group of attendees viewing or participating in a presentation or demonstration within the booth. Fog, smoke and steam machines are not permitted. Exhibitors are prohibited from possessing, displaying or depicting any products or components in their booth, which could be interpreted as being a promotion of another company. No exhibit that interferes with the use of other exhibits or impedes access to the aisles will be permitted. Items located in the exhibit space must be in good taste, or they will be removed at the discretion of NRPA Show Management.

DISTRIBUTION OF PROMOTIONAL ITEMS

Circulars, catalogs, magazines, folders, promotional, educational or other giveaway materials may be distributed only inside the exhibitor’s display. Distribution from booth to booth or canvassing on any part of the facility property is forbidden. Exhibitors must confine their exhibit activities to the space for which they have contracted.

No exhibitor may distribute or leave behind merchandise, signs or printed materials in the registration areas, meeting rooms or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without prior written approval of NRPA Show Management.

Suit casing is defined as any activity designed to solicit, sell products or services to delegates attending a meeting, conference or event without the proper authorization by NRPA Show Management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company’s booth or in violation of any portion of this policy, is subject to removal without refund and additional penalties. The selling or solicitation of product or services may only be conducted by companies in good standing within their exhibit space, confirmed meeting or conference space or within the event as authorized by NRPA Show Management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties of the exhibit facility without the permission of NRPA Show Management are in violation of this clause.

DONATIONS

The convention center is committed to sustainability and serving the community and, therefore, has established a robust donation program through which they partner with customers to provide local charities, nonprofit, and

educational organizations with gently used items that may remain at the conclusion of events. If you are interested in donating items, please contact events@nrpa.org.

While perishable food and beverage items are not accepted, here is a list of suggested items that may be accepted:

- Furniture (i.e., sofas, chairs, bar stools, bookshelves, tables)
- Bags
- Pens or other stationery
- Books
- Booth décor (i.e., artwork, centerpieces, lamps)
- Miscellaneous personal care items (i.e., hand sanitizer, lotion, lip balm)

You can also organize to donate products directly with a park and recreational professional of your selection. You must coordinate the outbound shipment or pick-up of product with the General Service Contractor.

DRONES OR UNMANNED AERIAL VEHICLES (UAVs)

Drones or UAVs are not permitted to be operated in NRPA leased spaces within the convention center at any time due to safety risks, security concerns, liability, damage and privacy issues.

ELEVATORS AND ESCALATORS

Elevators and escalators are provided for the vertical movement of passengers and guests only. Freight is not permitted on passenger elevators. The transportation of dollies, oversized luggage, boxes, freight and toolboxes are prohibited on escalators.

EMERGENCY EVACUATION PLAN

In the event of an emergency evacuation, building authorities wearing appropriate identification and security personnel will direct all conference participants to nearest exit(s). Please remain calm and follow their instructions.

ENHANCED EXHIBITOR WORK RULES (FOR PHILADELPHIA: PLEASE READ)

Within an exhibitor's booth area or show space, **full-time employees of the Exhibiting Company** (if there is **not an EAC Contracted** for the booth setup/dismantle) have the freedom to set up and tear down your display, hang graphics and signage, install floor coverings, and install non-rented AV equipment including tables for **non-public use without limitation to booth size**.

Please see the PCC's complete Enhanced Exhibitor Work Rules document for more information.

EXCESSIVE/BULK TRASH

Any bulk trash that consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a dumpster fee and a disposal fee during exhibitor move in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move out that is not labeled for an outbound shipment or donation will be considered abandoned and deemed as bulk trash. Bulk trash is defined as any waste larger than 3 feet x 3 feet x 3 feet or 1 meter x 1 meter x 1 meter. The exhibitor will be charged for the removal and disposal of these items.

EXHIBIT HALL ACCESS

Exhibitor Appointed Contractor (EAC) personnel will need to pick up wristbands from event security to access the exhibit hall. Exhibitors can pick up badges beginning Sunday at noon (local time). More details will be provided closer to the event.

EXHIBITOR APPOINTED CONTRACTOR

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. These rules will be strictly enforced. Completion of the required EAC Notification Form and Insurance Submission qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.

The EAC/Installation & Dismantle (I&D) contractor must be licensed, insured and authorized to work in the convention center. Contractors must adhere to all rules and regulations of the National Recreation and Park Association, the General Service Contractor, the Pennsylvania Convention Center, as well as the **local union labor policies**. This includes keeping the “clean floor policy” keeping aisles clear, removing empty crates off the show floor, not dismantling any portion of the booth before the show closes and being properly badged.

The PCC (Facility), the National Recreation and Park Association (Show Management) and Hargrove Exposition Services (General Service Contractor) must be named as additionally insured by all contractors working in the hall. NRPA Show Management must receive the certificate of insurance no later than 60 days before the commencement of installation, and it must be submitted to Hargrove’s EAC Notification Form & Insurance Submission. NRPA Show Management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of a Certificate of Insurance. For more information, please visit the [Exhibitor Service Kit](#).

EXHIBITOR BOOTHS, DISPLAYS AND FREIGHT

The loading/unloading of equipment, booth display materials, tools or freight from the guest exterior entrance areas of the convention center is prohibited. Further, these items may not be moved in or out of the convention center by using escalators or passenger elevators.

The convention center will not accept freight or package deliveries at any time. Please ensure all shipments delivered to the convention center during the NRPA set-up days and times are addressed to the attention of the General Service Contractor or the onsite business center. Information will be provided in the Exhibitor Service Kit.

All cables run across any floor surface must be either taped down with safety hazard tape or placed within the appropriate cable cover option to minimize the possibility of attendee injury.

The covering of exit signs, or any objects placed in front of any exit signage, creating limited visibility of the exit signage, is strictly prohibited. Additionally, booth displays and signs shall not block or obstruct any fire hose, fire extinguishers, fire alarm pull stations, fire alarm strobe or any other fire protection appliance inside the building at any time.

EXHIBITOR CONDUCT/GOOD NEIGHBOR POLICY

Exhibitor activities may not disturb neighboring booths. Exhibitors are required to keep booth activities within the confines of their own exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. This includes line management for any product giveaway, demonstrations or entertainment.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party’s exhibit or engaging in corporate espionage, is strictly prohibited. Physical violence will not be tolerated and will result in the immediate removal from the exhibit hall and conference for the duration of the event.

Exhibitor’s personnel and their representatives may not enter the exhibit space or loiter around another exhibitor

without permission from that exhibitor and at no time may anyone enter an exhibit space that is not staffed.

Misconduct should be reported to NRPA Show Management or event security.

FOOD AND BEVERAGE SAMPLING

All food and beverage services in the convention center, including concessions, Food Court operation and catering, are exclusive to the in-house provider. State law prevents alcoholic beverages from being brought into the convention center except by the exclusive in-house provider. Licensees, sponsoring organizations of expositions and trade shows, and/or their exhibitors, may distribute sample food and/or beverage products only upon written authorization. Please contact exhibits@nrpa.org for information on obtaining any applicable forms that are necessary.

HANGING SIGNS AND AIRBORNE OBJECTS

Islands that are 400 square feet or larger are permitted to have a hanging sign above their booth display. The maximum height is twenty-seven feet (27') from the floor to the top of the hanging sign. All costs incurred for rigging and labor to hang a sign are the responsibility of the exhibitor.

INSURANCE

Exhibitors shall carry adequate insurance for Commercial General Liability, including damage to rented premises, products/completed operations and Contractual Liability for obligations assumed under the agreement, and liability arising out of the operation of subcontractors for claims arising from Exhibitor's participation in the NRPA Annual Conference, including but not limited to (i) worker's compensation in amounts of \$100,000 each accident bodily injury, and \$500,000 policy limit and \$100,000 each employee (ii) commercial general liability insurance in such amounts as are adequate, but in no event less than one million dollars (\$1,000,000) per person, two million dollars (\$2,000,000) aggregate for both bodily injury and property damage and (iii) comprehensive automobile Liability coverage, including (as applicable) owned, non-owned and hired vehicles, in an amount not less than \$1,000,000 per occurrence, combined single limit.

If you have not already secured your certificate of insurance, NRPA has an option available for exhibitors to acquire this coverage at a significant savings by purchasing as part of a group through The Baldwin Group (an insurance group offering comprehensive protection for businesses and individuals). An example certificate of insurance (COI) can be found in the [Exhibitor Service Kit](#).

LABOR SUPPLIER (FOR PHILADELPHIA: PLEASE READ)

Elliott Lewis is the labor supplier authorized to provide show labor at the Pennsylvania Convention Center. It is the PCC's policy that **all temporary show labor must be provided by Elliott Lewis** (exclusive of the Authority's contracts with companies such as AUS, MNM and ARARMAK).

LOST AND FOUND

Items lost and found in NRPA leased spaces and/or left behind in the exhibit halls or an education space, may be taken to the registration area Hospitality kiosk to be held and retrieved by owners for the duration of the event. All unclaimed items turned in will be turned over to the convention center at the conclusion of the event and will be disposed of after thirty (30) days.

MULTI-LEVEL OR COVERED EXHIBITS

A Multi-Level exhibit is defined as a display fixture comprised of two or more levels.

A Multi-Level exhibit requires prior approval by NRPA Show Management and the exhibit facility and/or relevant local government agency because it is deemed to be a “structure” for building purposes. All Multi-Level exhibits require that plans must be submitted with signatures, stamp of a registered structural engineer and/or certified architect and be accompanied by a letter from the engineer and/or architect that the exhibit conforms to the current Philadelphia Building Code. A fire extinguisher, smoke detector and/or fire alarm will be required within the booth space.

NOISE/MUSIC

Exhibitors with booths that are 400 square feet and larger may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of NRPA Show Management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle. Sound created by amplified devices should not exceed 80 decibels when measured from the aisle immediately in front of a booth.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. NRPA Show management does not have a license with any licensing agencies; therefore, the exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

Booths less than 400 square feet in size are not allowed to utilize any type of sound system or any device that amplifies sound.

The convention center reserves the right to request sound systems be reduced to reasonable levels or cease if deemed to be a noise disturbance.

PARKING

No parking is permitted in the loading dock areas or any location where “No Parking” signs are posted and without advanced express permission. Unauthorized vehicles will be removed at the exhibitor or owner’s expense.

PHOTOGRAPHY

Photography and video recording are NOT permitted in the exhibit hall except by the Official NRPA Show Photographer or an NRPA-approved Exhibitor Appointed Photographer. Exhibitors and/or approved Exhibitor Appointed Contractors may photograph or record their own exhibits during NRPA Show Management pre-approved times ONLY.

Photography or video recording of any area outside an exhibitor’s booth (including but not limited to Registration Areas, Keynote Sessions, Conference Sessions and Meeting Rooms) is prohibited. Photo shoots scheduled outside of published show hours must include a security escort ordered from the official security provider. Photographing another exhibitor’s booth is prohibited and will result in a booth violation or immediate removal from the exhibit hall show floor for the duration of the event.

Members of the press must first receive permission from the exhibitor to photograph the exhibitor’s booth. Any exhibitor found taking pictures of another exhibitor’s booth display or products will be immediately removed from the exhibit hall floor for the duration of the event.

PROHIBITED ITEMS

The following items are strictly prohibited in the convention center:

-
- Smoking or vaping
 - Knives, sharp-edged objects, mace or pepper spray
 - Illegal substances/drugs of any kind
 - Unattended luggage, large bags, backpacks
 - Flasks, alcoholic beverage containers, coolers or other similar items
 - Projectiles (including frisbees and beach balls)
 - Noise-making devices (air horns, whistles, etc.)
 - Skateboards, skates (roller or in-line), scooters or hover boards
 - Items with indecent or derogatory messaging
 - Unauthorized handbills, giveaways, samples, and verbal solicitations
 - Storage of any type of fuel

RAFFLES, DRAWINGS AND CONTESTS

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by NRPA Show Management. NRPA Show Management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit as ensuring a professional and safe atmosphere. These activities include and are not limited to handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

RECYCLING AND WASTE REDUCTION

The convention center green initiatives program includes the following recycling and diversion streams:

- Single-stream recycling (paper, aluminum, glass bottles and jars, plastic containers)
- Construction and demolition (booth material, shrink wrap, furniture, metals, wood, pallets, carpets, foam board and padding, small amounts of brick and concrete)
- Cardboard is compacted and recycled from the exhibit show floor.
- Recycling receptacles are placed throughout the building.
- In-house caterer provides sustainable cutlery and food production waste is processed at the center's kitchen digesters to an organic waste onsite, which is then converted to a clean green biological solution.
- Additionally, universal waste and electronic waste are recycled as well.

If you know in advance that you have display product or material(s) you wish to donate at the conclusion of the show, please contact events@nrpa.org.

RIGHT OF ENTRY

Acceptance of the Right of Entry terms and conditions is a mandatory requirement to work at the Pennsylvania Convention Center (PCC). All EACs, including those acting as a contractor, must read, understand, sign and obey the Right of Entry to work at the PCC.

SAFETY TIPS TO HELP PROTECT YOUR PRODUCT

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damages or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours, cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed or when your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor are cleared during move out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.

SHOW COLORS

SMOKING POLICY (INCLUDING E-CIGARETTES AND VAPING DEVICES)

Smoking is not permitted within the convention center or loading area. Smoking is only permitted 25 feet from all building ventilation, exterior doors, windows, workspaces or regulated materials. This includes electronic cigarettes and vaping devices.

TAPE AND TAPE REMOVAL

The use of high residue tape is strictly prohibited for booth flooring or decorations. The following carpet tape is approved for use in the exhibit halls:

- Kendall TC-19-100
- Shurtape PC 618
- DF642

All tape and residue must be removed from the floor and disposed of immediately following the event. All costs incurred by NRPA for the removal of these items by the convention center will be charged to the exhibiting company who applied the tape(s).

TIPS AND GRATUITIES

As included in the Code of Conduct, all convention center personnel, contractor employees and all union labor are not permitted to accept tips, loans, gifts or any gratuity from NRPA Show Management, exhibitors, hired contractors or anyone attending the event.

UNION LABOR

The PCC requires that certain tasks involving the set up and/or breakdown of events be performed by union labor, also referred to as show labor. Elliott Lewis is the labor supplier authorized to provide show labor at the PCC. Any questions regarding the need for or use of union labor should be brought to the attention of the General Services Contractor or NRPA Show Management. Please also refer to the Labor Supplier section of this document for more information.

VEHICLE DISPLAYS

Any vehicle used in a display or exhibit must have all battery cables disconnected, ends taped and gas caps locked. Fuel tanks and fill openings are closed and sealed to prevent tampering. The disconnection of vehicle battery falls under the jurisdiction of the electricians. The vehicle may only contain a maximum fuel level of one quarter (1/4) tank or 5 gallons (19L), whichever is least. Fuel applies to gasoline, diesel, CNG, LPG, etc. Tanks cannot be refueled or emptied inside the PCC. The flooring under the vehicle must be protected from any leakage, spillage or other potential damage. During non-show hours, the vehicle should be locked with an extra set of keys left with the general service contractor or NRPA Show Management.



NATIONAL
RECREATION AND PARK
ASSOCIATION

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