



**THE  
POWER  
OF PARKS AND  
RECREATION**



## **EXHIBITOR WEBINAR**

General Service Contractor:  
Hargrove Presentation



## 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 23, General Service Contractor: Hargrove Presentation
- Thursday, July 30, Meet the Pennsylvania Convention Center
- 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**

## MEET THE EXHIBIT TEAM



Ruth Wheeler  
Sr. Corporate  
Development  
Officer

[rwheeler@nrpa.org](mailto:rwheeler@nrpa.org)

P: (703) 858.2178



Melissa Hunter  
Development  
Coordinator

[mhunter@nrpa.org](mailto:mhunter@nrpa.org)

P: (703) 858.2199



Angela Ragno  
Exhibit Floor  
Logistics Manager

[aragno@nrpa.org](mailto:aragno@nrpa.org)

P: (407) 808.2352



## TODAY'S WEBINAR AGENDA

- Event Schedule
- General Service Contractor: Hargrove Presentation
- Important Exhibitor Reminders and Information
- Questions & Answers
- Reference Section

An aerial photograph of a city skyline, likely Chicago, with a teal overlay. The skyline features several prominent skyscrapers, including the Willis Tower. In the foreground, there is a large park area with green trees and a body of water. The text "EVENT SCHEDULE" is centered in the middle of the image in a bold, white, sans-serif font.

# 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;<br>request in your online<br>Hargrove account. | Early move-in for large exhibits by Hargrove<br>approval ONLY.                              |
| Sunday, September 27    | 8 a.m. – 4:30 p.m.                                                  | Move-in begins for all exhibits; exhibitors may<br>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<br>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.<br>– 1 p.m.)                            |
| Wednesday, September 30 | 10:30 a.m. – 3 p.m.                                                 | Exhibit Hall Opens (exclusive hours from 10:30 a.m.<br>– 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<br>hall by 4:30 p.m.                      |



# STAY ON TRACK

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

The NRPA Online Exhibitor Hub has EVERYTHING you need 😊.

- Visit your [NRPA Online Exhibitor Hub](#) regularly to see upcoming tasks and deadlines!
  - Exhibitor Badge Registration
  - Purchase Lead Retrieval
  - Digital Listing
  - My Account for Invoices/Payments...more!

An aerial photograph of a city skyline, likely Chicago, with a teal overlay. The skyline features several prominent skyscrapers, including the Willis Tower. In the foreground, there is a large green park area with trees and a winding path. The text "GENERAL SERVICE CONTRACTOR: HARGROVE PRESENTATION" is centered in white, bold, uppercase letters.

# **GENERAL SERVICE CONTRACTOR: HARGROVE PRESENTATION**



# NRPA 2026

Exhibitor Webinar



## Your Hargrove Team



Jamilla Keene  
Manager, Exhibitor Services

Rhyanna Cleckley  
Exhibitor Services Representative

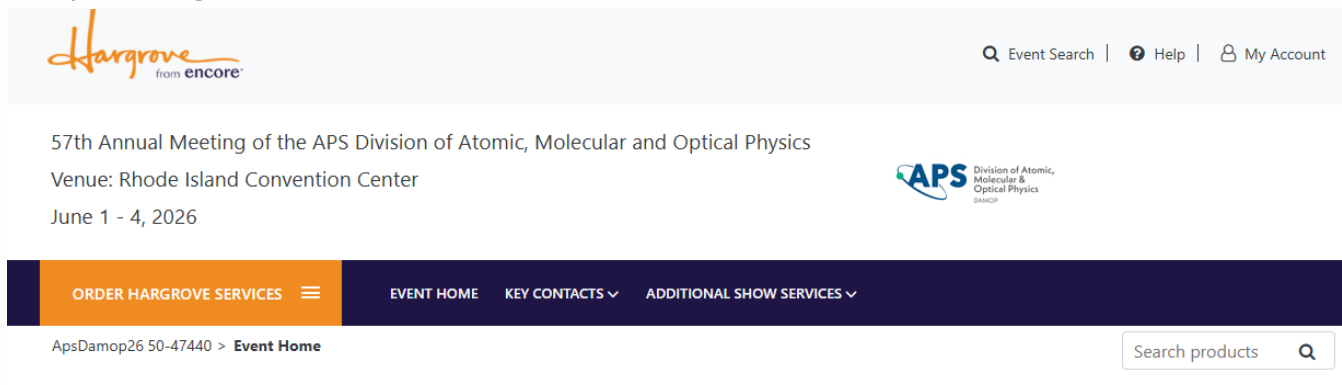
Shannon Kelley  
Exhibitor Services Representative

Shara Kennedy  
Exhibitor Services  
Representative/Shipping Coordinator



## Navigating the Online Store

If you have not received your login information, please either Go to <https://hargrove.boomerecommerce.com/Home/> and click the Help button to request login assistance.



Email [exhibitorservice@hargroveinc.com](mailto:exhibitorservice@hargroveinc.com) to request login assistance  
Once logged in you will have full access to the exhibitor manual and online ordering.

Ordering is as easy as selecting on the product you wish to order, adding it to your cart and checking out.

An order is not placed until you check out

Credit card payment is required at time of ordering



## Important Dates

**Rental Booth and Banner Order Deadline:**

Thursday, August 27, 2026

**Discount Deadline Date with payment:**

Thursday, September 3, 2026

**Rental Booth Art Submission Deadline:**

Thursday, September 3, 2026

**Carpet Order Deadline &**

**Final Day of Online Ordering:**

Thursday, September 17, 2026

**Advance Shipment Receiving:**

Tuesday, August 25, 2026 - Wednesday, September 23, 2026

**Direct Shipment Receiving Begins:**

Sunday, September 27, 2026 at 8:00 AM



### **EXHIBITOR MOVE-IN**

Sunday, September 27

8:00 AM - 4:30 PM

Monday, September 28

8:00 AM - 7:30 PM

**Overtime rates apply after 4:30 PM weekdays and all day Sunday.**

**To request and Early Move-In appointment, please submit the [Early Move-In Request](#) form.**

### **SHOW HOURS**

Tuesday, September 29

10:30 AM - 4:30 PM

Wednesday, September 30

10:30 AM - 3:00 PM

**Subject to change.**

### **EXHIBITOR MOVE-OUT**

Wednesday, September 30

3:00 PM - 9:00 PM

Thursday, October 1

8:00 AM - 4:30 PM

**Outside carriers must be checked in by Wednesday, September 30 at 8:00 PM or by Thursday, October 1 at 3:30 PM for all remaining outbound shipments. Please see the [Move Out Information](#) sheet for more details.**



## Booth Equipment:

Each **10'x10'** booth includes:

- 8' High Draped Backwall – Color: **White**
- 3' High Draped Siderails – Color: **White**
- 1 - Booth ID Sign

Aisle Carpet Color: **Tuxedo**

NOTE: Per Show Management, exhibitors must use a professional floor covering in their booth space(s) at their own expense; carpet or vinyl flooring may be [ordered from Hargrove](#). If you are providing your own floor covering, please submit the Exhibitor Provided Flooring Affidavit. Exhibitor Provided Flooring is subject to material handling fees. Per Show Management, any booth that does not have floor covering by Monday, September 28 at 3:00 PM will have carpet installed by Hargrove at the exhibitor's expense.



## Material Handling/Drayage

### What is Material Handling/Drayage?

The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to Hargrove's advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

Material Handling rates and Information and Hints can be found in the Shipping & Material Handling section of the online exhibitor manual. [Material Handling Information & Hints](#)

### Tips that can save you money:

Read the shipping and material handling section carefully as it explains surcharges that may be assessed for special handling or late shipments.

Pay attention to deadline dates. If your shipment arrives to the advance warehouse after the published deadline date surcharges will apply.

Loose, pad wrapped and uncrated materials require more labor time and special handling fees may be assessed.

It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately you are charged the minimum on each shipment.



## Material Handling Estimate Information

Material Handling is billed by the hundredweight (CWT) per shipment, with a 2 CWT minimum. Small packages (30 pounds or less per shipment) are billed per piece. When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT.

Shipments received without weight tickets will be weighed and charged special handling rates. Special handling rates also apply to shipments requiring additional or double handling, including pad-wrapped, un-skidded and double-stacked shipments; side-door, constricted-space and/or ground-level unloading, and oversized crates.

Any freight received at the Advance Warehouse or Direct to Show Site will be subject to 100% of Material Handling Fees outlined in this manual. Material Handling charges will appear on your statement after actual inbound and outbound shipments have been processed



## Material Handling Standard Rates

| Description                                                                                                                                                                                  | Product # | Price – per CWT* | Minimum    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------|------------|
| WAREHOUSE (ADVANCE) SHIPMENT <b>Note: Items will be moved to site on overtime. A 50% overtime surcharge will apply.</b>                                                                      |           |                  |            |
| Crated or Skidded Shipment (includes \$222 rate plus 50% overtime surcharge)                                                                                                                 | MH1-OT-E  | \$333.00         | \$666.00   |
| Small Package - first piece (includes \$75 rate plus 50% overtime surcharge)                                                                                                                 | MH2-OT-E  | \$113.00         |            |
| Small Package - additional pieces (includes \$75 rate plus 50% overtime surcharge)                                                                                                           | MH3-OT-E  | \$113.00         |            |
| Special Handling/Uncrated Shipment (includes \$333 rate plus 50% overtime surcharge)                                                                                                         | MH4-OT-E  | \$500.00         | \$1,000.00 |
| Late-to-Warehouse Surcharge* - Crated or Skidded Shipment delivered after the published advance warehouse deadline                                                                           | MH7       | 50% surcharge    |            |
| NOTE: Truck and driver fees (to move materials to show site) may apply. Any "Small Package" arriving late to the warehouse will be charged the CWT minimum.                                  |           |                  |            |
| SHOW SITE (DIRECT) SHIPMENT <b>Note: Shipments handled before 8:00 AM or after 4:30 PM Monday-Friday, or anytime Saturday, Sunday or holiday, will be assessed a 50% overtime surcharge.</b> |           |                  |            |
| Crated or Skidded Shipment                                                                                                                                                                   | MH8       | \$214.00         | \$428.00   |
| Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)                                                                                                                            | MH9       | \$268.00         | \$536.00   |
| Small Package - first piece (applies to shipment weighing 30 pounds or less)                                                                                                                 | MH2       | \$113.00         |            |
| Small Package - each additional                                                                                                                                                              | MH3       | \$113.00         |            |
| Overtime Surcharge – Small Package (applies to shipment weighing 30 pounds or less)                                                                                                          | MH3DOT    | \$38.00          |            |
| Special Handling/Uncrated Shipment (50% surcharge)                                                                                                                                           | MH10      | \$321.00         | \$642.00   |
| Overtime Surcharge - Crated or Skidded Shipment (50% surcharge)                                                                                                                              | MH11      | \$107.00         | \$214.00   |
| Overtime Surcharge - Crated Shipment via Special Carrier (50% surcharge)                                                                                                                     | MH12      | \$134.00         | \$268.00   |
| Overtime Surcharge - Special Handling/Uncrated Shipment (50% surcharge)                                                                                                                      | MH13      | \$161.00         | \$322.00   |
| Off-Target Surcharge - shipment received at show site outside of the published exhibitor move-in schedule                                                                                    | MH14      | 50% surcharge    |            |
| Privately Owned Vehicle (POV) Flat Cart Service (submit enclosed form)                                                                                                                       | POV       | \$387.00         |            |
| MISCELLANEOUS SERVICE                                                                                                                                                                        |           |                  |            |
| Return to Warehouse (includes hold period** / first 5 days of storage)                                                                                                                       | MH15      | \$40.00          | \$200.00   |
| Warehouse Storage Fee - per day (outside advance warehouse acceptance period)                                                                                                                | MH16      | \$5.00           | \$25.00    |
| Motorized Vehicle Spotting Fees (round-trip, per vehicle axle)                                                                                                                               | MH17      | \$325.00         |            |
| Marshaling Yard Fee (per shipment, per booth)                                                                                                                                                | MH18      | \$50.00          |            |
| **Hold Period: Materials returned to the warehouse will be held for 5-business days and may not be picked up until after the hold period. *unless noted otherwise                            |           |                  |            |



*Hargrove*  
from **encore**®

## Discounted Material Handling for Qualifying Direct Shipments

In conjunction with Show Management, Hargrove is offering discounted material handling rates for exhibitors who will be bringing bulk material, stone/concrete or heavy playground equipment to the show. The special rates below, and on the Material Handling Estimate form as Bulk/Equipment rates, apply only to individual shipments consisting entirely of bulk material, stone/concrete or heavy playground equipment sent directly to show site.

NOTE: Crated or uncrated exhibits/displays, booth furnishings, publications/printed matter, give-aways, items for accessible storage, computer equipment, etc. do NOT constitute bulk material/do NOT qualify for these special rates.

- **All carriers with direct shipments MUST check-in prior to proceeding to the Convention Center. Certified weight tickets must accompany the Material Handling Agreement(s) for all shipments.** Hargrove will have a truck scale to weigh any shipment that does not have a certified weight ticket – at the exhibitor's/carrier's expense. Hargrove also reserves the right to require a re-weigh of any shipment, including those qualifying for the discounted material handling rates.
- **To take advantage of these special rates and ensure that we have the requisite equipment available, you must complete the Freight Plan Questionnaire and return it to Hargrove by Thursday, September 3, 2026.** Any bulk material, stone/ concrete or heavy playground equipment that arrives at show site for which Hargrove has not received a completed Freight Plan Questionnaire may be charged the standard drayage rates. NOTE: If you are shipping any single piece of equipment weighing in excess of 2,500 pounds and/or 10 feet or larger in size, you MUST indicate such on the Freight Plan Questionnaire.



# Discounted Material Handling for Qualifying Direct Shipments

Bulk Material, Stone/Concrete and/or Heavy Playground Equipment  
Special Direct Shipping Rates \*

| Weight Range           | ST/ST          | ST/OT or OT/ST | OT/OT         |
|------------------------|----------------|----------------|---------------|
| 2,000 – 5,000 pounds   | \$143.38/ CWT  | \$200.73/ CWT  | \$258.08/ CWT |
| 5,001 – 7,500 pounds   | \$136.96/ CWT  | \$191.74/ CWT  | \$246.53/ CWT |
| 7,501 – 10,000 pounds  | \$130.54/ CWT  | \$182.76/ CWT  | \$234.97/ CWT |
| 10,001 – 20,000 pounds | \$124.12 / CWT | \$173.77/ CWT  | \$223.42/ CWT |
| 20,001 – 30,000 pounds | \$117.70/ CWT  | \$164.78/ CWT  | \$211.86/ CWT |
| 30,001 – 40,000 pounds | \$111.28 / CWT | \$155.79/ CWT  | \$200.30/ CWT |
| Over 40,000 pounds     | \$104.86 / CWT | \$146.80/ CWT  | \$188.75/ CWT |

These rates include one-time spotting provided that an exhibitor’s representative is present when the bulk material, stone/concrete or heavy playground equipment arrives. Unskidding, uncrating and/ or additional spotting are not included in the bulk material, stone/concrete or heavy playground equipment handling rates.



## SHIPPING INFORMATION

### ADVANCE SHIPPING

Advance shipments will be received at the warehouse:

**Tuesday, August 25, 2026 - Wednesday, September 23, 2026.**

Receiving Hours: Monday - Friday, 8:00 AM to 3:00 PM

**Items will be moved to site on overtime. A 50% overtime surcharge will apply.**

Advance Shipping Address:

(Your Company Name & Booth Number)

2026 NRPA Annual Conference

c/o Hargrove

TForce Freight c/o Marano

9820 Blue Grass Rd

Philadelphia, PA 19114

[Print Advance Shipping Labels](#)

[Print Hanging Sign Labels](#)

[Request a Hargrove Shipping Quote](#)

### DIRECT SHIPPING

Direct shipments will be received at show site beginning:

**Sunday, September 27, 2026 at 8:00 AM.**

**Shipments handled before 8:00 AM or after 4:30 PM Monday-Friday, or anytime Saturday, Sunday or holiday, will be assessed a 50% overtime surcharge.**

Direct Shipping Address:

(Your Company Name & Booth Number)

2026 NRPA Annual Conference

c/o Hargrove

Pennsylvania Convention Center

Hall A-D

1101 Arch Street

Philadelphia, PA 19107

[Print Direct Shipping Labels](#)

[Request a Hargrove Shipping Quote](#)

 Hargrove  
from **encore**®

## Exhibitor Appointed Contractors (EACs)/Certificates of Insurance/Third Parties

### What is an Exhibitor Appointed Contractor (EAC)?

- An Exhibitor Appointed Contractor (EAC)/ is an Install and Dismantle Company (I&D) used by exhibitors to set up and dismantle booth properties and submit Material Handling Agreements at the close of the show.
- Hargrove require exhibitors to submit the Notice of Intent to Use an EAC form (NOI) contains information on what qualifies as an approved EAC and requirements for the Certificate of Insurance (COI). The NOI must include the exhibitor's signature and is due 30 days prior to Exhibitor Move-In. The exhibitor is responsible for initiating this document with the EAC and submitting the form. The NOI is not to be sent to the contractor.
- The Notice of Intent to Hire form can be found in the online store under Exhibitor Appointed Contractors (EACs) & Third Parties
- Certificates of Insurances are only accepted electronically and must be submitted to CertFocus by Vertikal for compliance checking. There is a fee of \$21 and COI must be submitted no later than 14 days prior to move in
- In some cases, Show Management will include an EAC form of their own in the service kit. The two forms are not interchangeable. We can only accept the Hargrove EAC form.

### What is a Third Party?

An exhibitor may arrange for an exhibit house or such other third party to handle their billing by choosing that option in the Notice of Intent to Hire form. As the exhibitor, you are responsible for all charges incurred at the show should your third party fail to meet the required payment terms.



# Union Rules & Regulations

## Philadelphia

To assist you in planning for your participation in this Philadelphia metro-area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please review the following to better understand the different jurisdictions of the Philadelphia area unions.

### Stagehands

Local unions claim all work relating to uncrating, re-crating, installation, maintenance and dismantling of exhibits within its jurisdictional boundaries. Full-time exhibitor personnel may set-up and/or tear-down their booth (without booth size limitations), use ladders up to 6' and power tools (including battery operated.) Union labor must be used if there are no full-time employees on-site.

### Laborers

Exhibitors may load and unload non-commercial automobiles, station wagons, mini-vans, SUVs, and un-lettered, noncommercially registered 4-wheel pick-up trucks or vans. Exhibitors may use equipment, including but not limited to, carts, luggage carriers, 4-wheel flat beds carts, and 2-wheel hand trucks. Exhibitors may not borrow flatbed carts, dollies, pallet jacks, etc. to unload/load their non-commercial vehicles. Local unions claim work relating to delivery of freight, loading and unloading of freight from all commercial vehicles, movement to and from storage areas and the operation of all mobile equipment (forklifts, tow motors, electric jacks, cranes, hydraulic devices, etc.) at the site of the exhibition within its jurisdictional boundaries.

### Riggers

Local unions claim jurisdiction of operating forklifts and genie lifts with respect to machinery and equipment within the exhibit booth space. In addition, riggers claim jurisdiction of forklifts raising floor mounted truss not suspended by motors within an exhibit booth space.

### Freight Handling (within booths)

Exhibitors are free to move any freight within their booth using non-motorized dolly. The use of motorized pallet jacks by Exhibitors is prohibited at the PCC.

### Freight Handling (at the loading dock)

Hargrove has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of the exposition. Hargrove will not be responsible for any material we do not handle.



*Hargrove*  
from **encore**®

### **Work Breaks & Gratuities**

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove employee, as all are paid at an appropriate wage scale. Paid breaks of fifteen minutes at the mid-point of each four-hour block of work and a one-hour meal break at the end of each four-hour work period must be given each employee. Please attempt to work your people to conform to these mandatory break periods.

### **In General**

Any questions arising regarding union jurisdictions or practices should be directed to the Hargrove manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

### **A Note about Safety**

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.

[PCC Exhibitor Work Rules](#)



*Hargrove* from **encore**®

## Ancillary Services

Ordering links for ancillary services such as electric and internet can be found in the online storefront under Additional Show Services. These are not services provided by Hargrove.



[Event Search](#) | [Help](#)

### 2026 NRPA Annual Conference

Venue: Pennsylvania Convention Center  
September 27 - October 1, 2026



ORDER HARGROVE SERVICES 

[EVENT HOME](#) [KEY CONTACTS](#) [GENERAL INFORMATION](#) [ADDITIONAL SHOW SERVICES](#)

[MATERIAL HANDLING & SHIPPING](#) [OUTBOUND MHA](#)



## Move Out Information & Process

To increase the efficiency of exhibitor move-out, Hargrove has instituted the following Move-Out Schedule for this show.

### **Wednesday, September 30 at 3:00 PM to 9:00 PM – Exhibitor Move-Out officially begins.**

Driver Check-In & Material Handling Agreement Deadlines

For Wednesday, September 30 outbound shipments:

Driver Check-In by: 8:00 PM

Material Handling Agreement by: 9:00 PM

### **Thursday, October 1 at 8:00 AM to 4:30 PM – Exhibitor Move-Out resumes.**

For Thursday, October 1 outbound shipments:

Driver Check-In by: 3:30 PM

Material Handling Agreement by: 4:30 PM

**NOTE:** See the Material Handling Estimate and Labor forms for straight-time, overtime and double-time (Labor) days and hours. Exhibitors may begin to dismantle their booths at this time. Immediately after the close of the show, we will begin removing aisle carpet and returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Hargrove Service Center.

All Material Handling Agreements must be turned in to the Hargrove Service Center to be validated. Do not leave the Material Handling Agreement in your booth, and do not turn in your Material Handling Agreement until your shipment is packed and ready to be loaded.

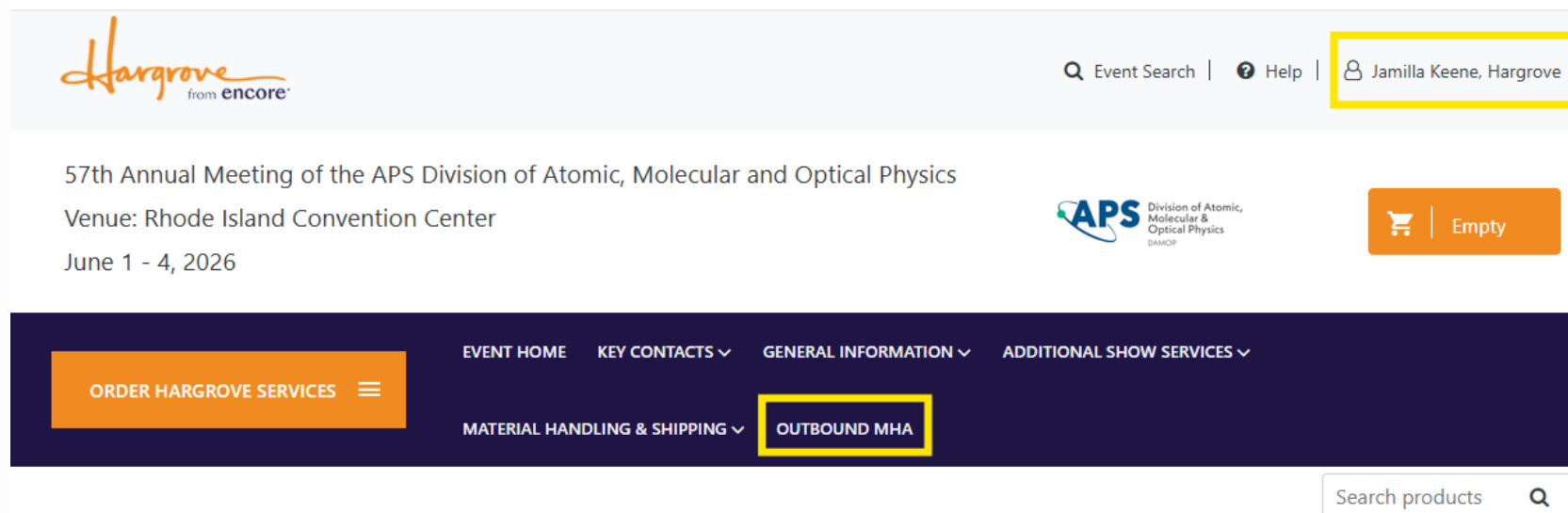
### **Shipment Pick-Up Address**

Pennsylvania Convention Center  
1101 Arch Street  
Philadelphia, PA 19107



## Material Handling Agreement Information

Once you are packed up and labeled, you will complete the Material Handling Agreement that will be in the move out folder left in your booth or if you would like to do this in advance, log into your Hargrove Boomer account.



The screenshot shows the Hargrove from encore website. At the top left is the logo. To the right are links for 'Event Search', 'Help', and a user profile for 'Jamilla Keene, Hargrove'. Below the header, the event details are listed: '57th Annual Meeting of the APS Division of Atomic, Molecular and Optical Physics', 'Venue: Rhode Island Convention Center', and 'June 1 - 4, 2026'. The APS logo is also present. A shopping cart icon shows 'Empty'. A dark blue navigation bar contains links: 'ORDER HARGROVE SERVICES', 'EVENT HOME', 'KEY CONTACTS', 'GENERAL INFORMATION', 'ADDITIONAL SHOW SERVICES', 'MATERIAL HANDLING & SHIPPING', and 'OUTBOUND MHA' (which is highlighted with a yellow box). A search bar at the bottom right says 'Search products'.

All Material Handling Agreements must be turned in to the Hargrove Service Center to be validated. Do not leave the Material Handling Agreement in your booth, and do not turn in your Material Handling Agreement until your shipment is packed and ready to be loaded.

Additional Material Handling Agreements and labels will be available at the Hargrove Service Center at your convenience. No Material Handling Agreements will be issued until your balance is paid in full.



Sample Material Handling Agreement



RETURN ORIGINAL TO SERVICE DESK

Material Handling #

Material Handling Agreement

Complete and return all copies to the Hargrove Service Center once all materials are packed, labeled and ready for shipment.

Hargrove Validation Date:Time:am/pmInitials:

Shipped from:

Booth #:YOUR BOOTH NUMBER

Show:SHOW NAME

Date:

Exhibitor:COMPANY NAME

Facility:VENUE

Carrier Information:

Carrier Name:CARRIER NAME

☐ Ground

☐ Next Day

☐ 2nd Day

☐ 3rd Day

If the above named carrier fails to pick up, please advise Hargrove how to proceed:

Reroute

☐ Ground

☐ Next Day

☐ 2nd Day

☐ 3rd Day

☐ Return to Warehouse at my expense (if available)

Signature:

Circle the number of shipments in your booth:  
1 2 3 4 5 or more:

Ship To Address (consignee):

Company Name:COMPANY NAME

Address:

City:

State:Country:Postal Code:

Contact:Phone:

Bill freight charges to (if different than ship to address):

Company Name:

Address:

City:

State:Country:Postal Code:

Contact:Phone:

| Checker Piece Count | Exhibitor Piece               | Description of Articles, Special Marks and Exceptions | Color | Estimated Weight |
|---------------------|-------------------------------|-------------------------------------------------------|-------|------------------|
|                     | INDICATE THE NUMBER OF PIECES | Crates (Wooden)                                       |       |                  |
|                     |                               | Cartons (Cardboard)                                   |       |                  |
|                     |                               | Cases/Trunks (Plastic)                                |       |                  |
|                     |                               | Skids/Pallets                                         |       |                  |
|                     |                               | Carpets                                               |       |                  |
|                     |                               | Carpet Padding                                        |       |                  |
|                     |                               | Other (Description)                                   |       |                  |
|                     |                               |                                                       |       |                  |
|                     |                               |                                                       |       |                  |
|                     |                               |                                                       |       |                  |

Exhibitor shall be responsible for all shipping charges incurred. Exhibitor's signature (or the signature of exhibitor's agent) to the right denotes acceptance of the terms and conditions set forth by Hargrove in the Limits of Liability in the exhibitor service manual for this show. By accepting this Bill of Lading, Hargrove assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth.

This Bill of Lading was completed by:

Exhibitor or Agent Name (print):PLEASE PRINT YOUR NAME

Exhibitor or Agent Signature:PLEASE SIGN YOUR NAME

Place Carrier Pro# here

Date Loaded:

Start Time:am/pm

Carrier:

Trailer #:

Driver Signature:

Checker Signature:

Finish Time:am/pm

Pieces Received:

Date:Time:am/pm

1 Hargrove Drive • Lanham, MD 20706 • 301.306.4627 • Fax 301.731.5438 • hargroveinc.com

©2024 Hargrove, LLC. Proprietary and Confidential Information – Not for Further Distribution | 28

# QUESTIONS?

Hargrove Exhibitor Service Information  
Email: [exhibitorservice@hargroveinc.com](mailto:exhibitorservice@hargroveinc.com)  
Phone: 301.306.4627



An aerial photograph of a city skyline, likely Chicago, with a teal overlay. The skyline features several prominent skyscrapers, including the Willis Tower. In the foreground, there is a large green park area with winding paths and a body of water. The text "IMPORTANT EXHIBITOR REMINDERS AND INFORMATION" is centered in white, bold, uppercase letters.

# **IMPORTANT EXHIBITOR REMINDERS AND INFORMATION**

# MARK YOUR CALENDAR

## Insurance !!

Certificate of Insurance  
was due **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.**

# 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.

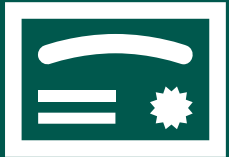


## Code of Conduct

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

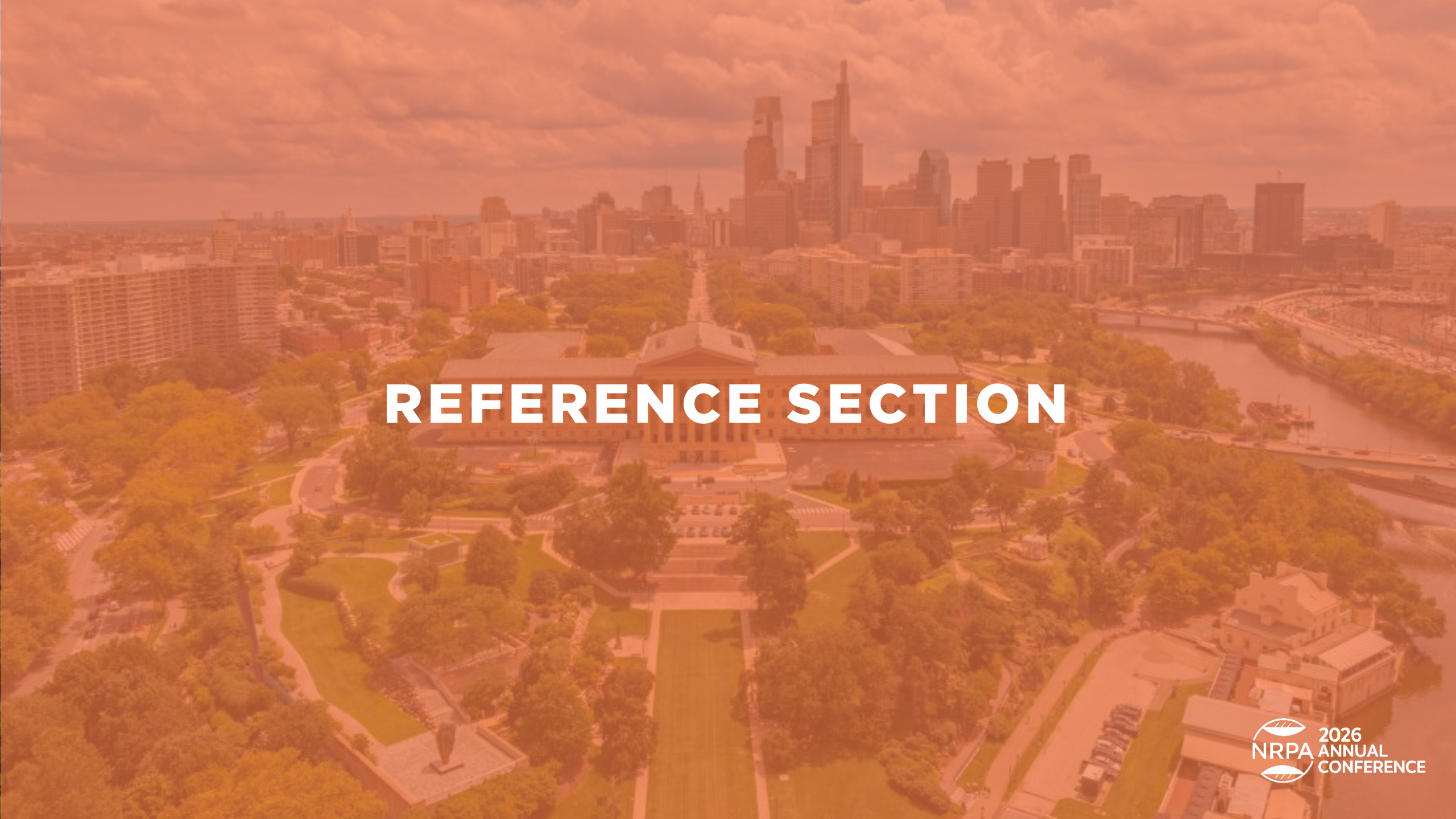
Exhibitors **MUST** adhere to **NRPA booth** height restrictions.

An aerial photograph of a city skyline, likely Chicago, with a teal overlay. The skyline features several prominent skyscrapers, including the Willis Tower. In the foreground, there are green spaces, trees, and a body of water. The text "THANK YOU FOR JOINING TODAY!" is centered in the middle of the image.

**THANK YOU  
FOR JOINING  
TODAY!**

# Q&A

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

An aerial photograph of Central Park in New York City, featuring the large, classical-style Central Park Conservatory Garden in the foreground. The park is surrounded by dense urban development, with the Manhattan skyline visible in the background under a cloudy sky. The entire image is overlaid with a semi-transparent orange filter.

# 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

# 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.



Look for the seal!



General Service Contractor



Lead Retrieval, Housing,  
and Registration



Booth Selection,  
Digital Online Profiles,  
and Invoices



Look for the seal!



Event Liability  
Insurance



Audio-Visual Partner  
and Booth Lighting  
Elements



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.



# 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