

**THE
POWER
OF PARKS AND
RECREATION**



EXHIBITOR WEBINAR

Meet the Pennsylvania Convention
Center



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



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TODAY'S WEBINAR AGENDA

- Event Schedule
- Pennsylvania Convention Center 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; 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.



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 Philadelphia, with a teal gradient overlay. The skyline features several prominent skyscrapers, including the Comcast Center. In the foreground, there are green spaces, trees, and a river (the Schuylkill River) with a bridge. The text "PENNSYLVANIA CONVENTION CENTER PRESENTATION" is centered in white, bold, sans-serif font.

PENNSYLVANIA CONVENTION CENTER PRESENTATION

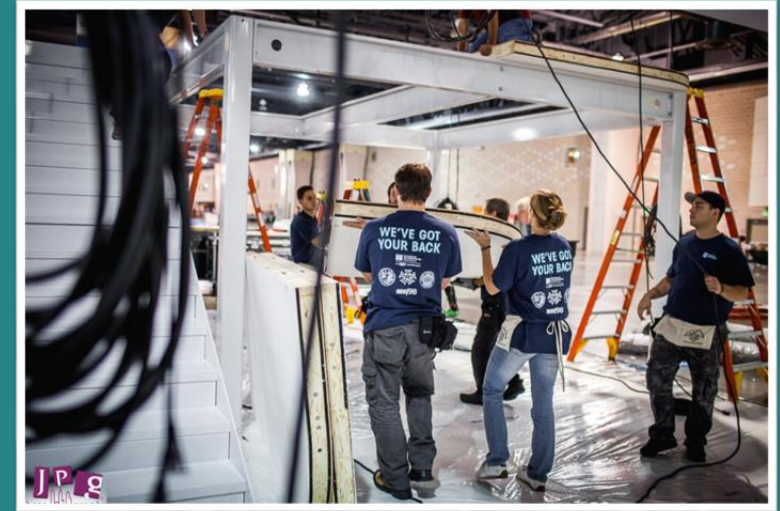
WELCOME

Exhibiting at the Pennsylvania Convention Center



Exhibiting at the Pennsylvania Convention Center

- Exhibitor Appointed Contractor (EAC)
- Personally Owned Vehicles (POVs)
- Booth Safety Guidelines
- Computers
- Exhibitor Rigging
- Internet
- Product and Literature
- Audio Visual
- Food & Beverage
- FAQs
- Exhibitor information can be accessed at any time at:
<https://www.paconvention.com/exhibitors>



Exhibitor FAQs

Can I set up my personally owned 40" monitor with DVD player?



Exhibitors can install monitors and AV equipment that is not rented as long as you are a full-time employee of the booth without limitation to booth size.

Can I use a step ladder and a screw gun in my booth?



Subject to building safety guidelines exhibitors are permitted to use ladders up to 6' and power tools (including battery operated) in their booth without limitation to booth size.

Exhibitor FAQs



My booth will have stem lighting; can I install them myself?

Exhibitors have the right to install your own lighting without booth size limitation and have not hired an EAC. Lights must be installed by a full-time employee of the booth, and they cannot be provided by a rental company or 3rd party. Rental lighting must be installed by electricians. They must be UL/NEC compliant.



Can I also work in my booth if I hire stagehands to install my booth?

Yes, as long as they are full-time employees of the company for more than 6 months and have an exhibitor badge.



Can I unload my own vehicle?

Yes, regardless of booth size and as long as it is not a commercially registered vehicle.

- ✓ **Customer Agreement governs the work rules and expected level of service on all events at the PCC.**
- ✓ **10-year agreement offering labor stability and enables the General Service Contractors and other service providers to partner with labor to improve all areas of the show experience.**
- ✓ **Exhibitor rights have been established in the agreement that allow for unprecedented options for exhibitors not matched in other facilities.**

Labor Agreement



ELECTRICIANS



LABORERS



RIGGERS



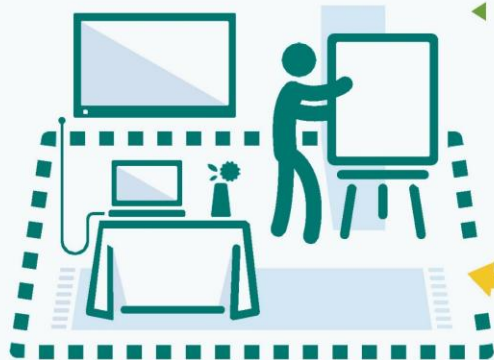
STAGE HANDS

- Streamlined and efficient jurisdictions that are clearly defined.
- Skilled and capable workforce.
- Continuous hospitality training.

www.tricolift.com

Enhanced Exhibitor Work Rules

Progressive work rules and streamlined services provide our customers with just the right amount of flexibility and independence they need, resulting in greater cost efficiencies and a better overall customer experience.



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

Place, move, and remove your own easels, signs, and poster board materials.

Open boxes, stock shelves, setup, plug in, hang up, and freely distribute your non-bulk products/literature within your booth or show space.

Use your own dollies, luggage carriers, non-hydraulic carts, and two-to-four-wheel hand trucks.

Drive your non-commercially registered personally owned vehicle to a designated area to unload.

VEHICLES THAT QUALIFY:



SEDAN



SUV



PICKUP



VAN

VEHICLES THAT DO NOT QUALIFY:



TRAILER
INCLUDES
TAG-ALONG



RENTALS



BOBTAIL



STAKEBED

Use your own power tools and ladders (up to 6 feet) to setup and tear down exhibits.



Progressive work rules and streamlined services provide our customers with just the right amount of flexibility and independence they need, resulting in greater cost efficiencies and a better overall customer experience.

Exhibitor Appointed Contractors



Exhibitors may contract with Exhibitor Appointed Contractors (EACs) to supervise the installation and dismantling of the Exhibitor's booth.



Employees of an EAC are NOT exhibitors. Employees of an EAC may not exercise the rights reserved for Customers and Exhibitors as stated in Section V of the [Customer Service Agreement](#).



Employees of an EAC are not permitted to wear Exhibitor badges or to perform Show Labor.

Loading Dock & Personally Owned Vehicles



Exhibitors may unload their Personally Owned Non-commercial Vehicle (POV) at the convention center at a designated area to unload.



Exhibitors booth size is irrelevant when unloading a POV.



Exhibitors may use their own equipment, including but not limited to carts, dollies, luggage carriers and 2-4 wheel hand trucks.



No motorized or hydraulic devices will be permitted. Equipment will not be provided to unload POVs.



Show labor may provide cart service to exhibitors who request assistance loading freight in cart and delivering it from a POV to the booth.



Exhibitors have 20 minutes to unload.

PCC Safety Guidelines for Exhibitors

All Booths:

- A ladder up to 6 feet may be used in accordance with the manufacturer guidelines.
- Battery operated tools can be used according to building safety guidelines. Power actuated tools, such as Hilti guns and gas-filled nailers, may not be used under any circumstances.
- Vehicle batteries shall be disconnected and re-connected by electricians regardless of booth size.
- Lasers, rotating or still, shall not be permitted.
- Booths or displays may not block fire equipment. Columns, electrical closets and electrical panels must remain accessible at all times.
- The use of restroom sinks to fill and drain in exhibit halls is prohibited. An order for Water & Drain is required through Exhibitor Services.

Audio Visual



Exhibitors may install and remove audio/visual equipment within the booth, excluding rental equipment.



If an exhibitor needs to rent audio-visual equipment or computers and displays for their booth, direct them to use the appointed Audio/Visual vendor.



The rental price will be comparable to an outside company however the appointed AV vendor, as the contracted show provider of AV, will have technical personnel on property to troubleshoot any equipment-related issues an exhibitor may have in their booth and the labor cost associated with setting and striking your booth equipment will be significantly lower.

Product and Literature: All Booths



Exhibitors may open boxes, stock shelves, distribute and set, set-up, place, plug-in, hang from hooks product and literature within the booth, excluding the movement of product and literature in bulk.



Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance. Exhibitors may perform work with their own equipment or machinery, however, the primary power connection shall be provided by the PCC.

Computer Guidelines



Exhibitors may set up and connect personal owned computers and computer components that required low voltage power supply equipment for non-public use.

- This right shall apply to computers and computer components that are owned by the exhibitors and are not supplied by a rental company.



Rental computers would require set up and removal by show labor(Stagehand).

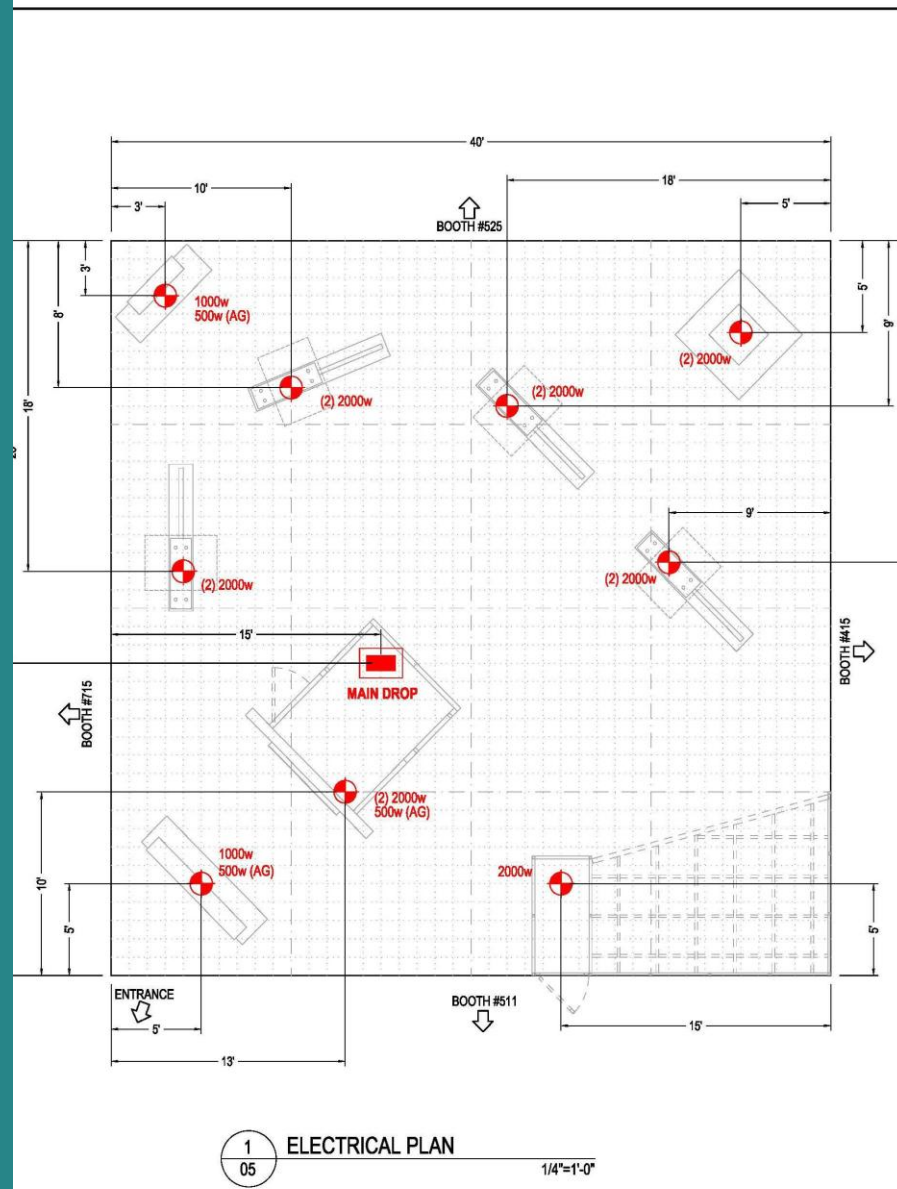
Electrical Services

- Electrical Service is not included with booth fee.
- Ordering early saves in costs and improves efficiencies.
 - There is no wait time to start booth build and its many components (floor coverings, etc.) until the electric is installed.
- A rendering and scaled floor plan noting power drop locations in your booth and/or meeting room is recommended.
- All booths where an Exhibitor Appointed Contractor (EAC) or General Service Contractor Labor is utilized, electricians must install all lighting fixtures, lit signage and all other work deemed as electrical jurisdiction.
- Exhibitors are permitted to run cords along drape line and back of booth.
- Exhibitors are NOT permitted to run cords under carpet.
- All exhibitor extension cords within the booth must be grounded 3-wire, 12-guage UL cords.
- No household ungrounded 2-wire extension cords are permitted.

September 4, 2026

Sample Basic Floorplan with Measurements

- Electrical locations clearly marked.
- Electrical requirements listed. Number of drops and amps (i.e. 500w, 200w, etc.)



ELECTRICAL REQUIREMENTS:
 (3) 500w (AG)
 (2) 1000w
 (13) 2000w



CLIENT:	CRESTRON	SHOW NAME:	LIGHTFAIR 2017
FILE:	ELECTRICAL PLAN	LOCATION:	
DRAWN BY:	CB	DATE:	1/25/17
SCALE:	AS NOTED	CONTACT:	MB
DATE:	1/25/17	PRINTED:	4/20/2017 4:29 PM
FILE:	44903 LIGHTFAIR 4040 PLANS.DWG		

 ART GUILD 332 Wolf Drive West Deptford, NJ 08066 www.ArtGuildInc.com (856) 853-7500 ©2017	These designs and specifications are, and do remain, the property of Art Guild, Inc. The use or reproduction of these designs without prior expressed written consent are prohibited.
REVISED BY: MJP REV. DATE: 4.26.17	REVISION NO.: 14
JOB NO.: 44903	PAGE NO.: 05

- All hard wiring and/or splicing of lights and electrical equipment requires an Electrical Labor Order and Installation by PCCA/ASM Electrician.
- Labor calls for electricians must be selected as “Under Supervision” OR “Without Supervision” and noted as such on the order form.
- If labor will be provided “Under Supervision”, a date and time MUST be provided. “Will Calls” are not acceptable.
- All on-site orders for electric service and labor will be billed at Standard/Show Site Rates and could lead to delays in your booth build.
- Online Exhibitor Ordering can be accessed at:
- https://pcc-web.ungerboeck.com/coe/coe_p1_all.aspx?oc=10&cc=COESOP

☐ Unsupervised Installation
 ☐ Supervised Installation by Exhibitor/Name: _____ Cell: _____

☐ NO ☐ YES EAC or I&D Company: _____ On-Site POC: _____ Cell: _____

SAMPLE RATES

ELECTRICAL LABOR RATES PER HOUR:

Straight Time: 8am-4:30pm Monday-Friday

Regular Rate: \$127.00 Show Site Rate: \$155.00

Over Time: 6am-8am after 4:30pm Monday-Friday / All Day

Saturday Regular Rate: \$190.50 Show Site Rate: \$232.00

Double Time: All Day Sunday / Recognized Holidays

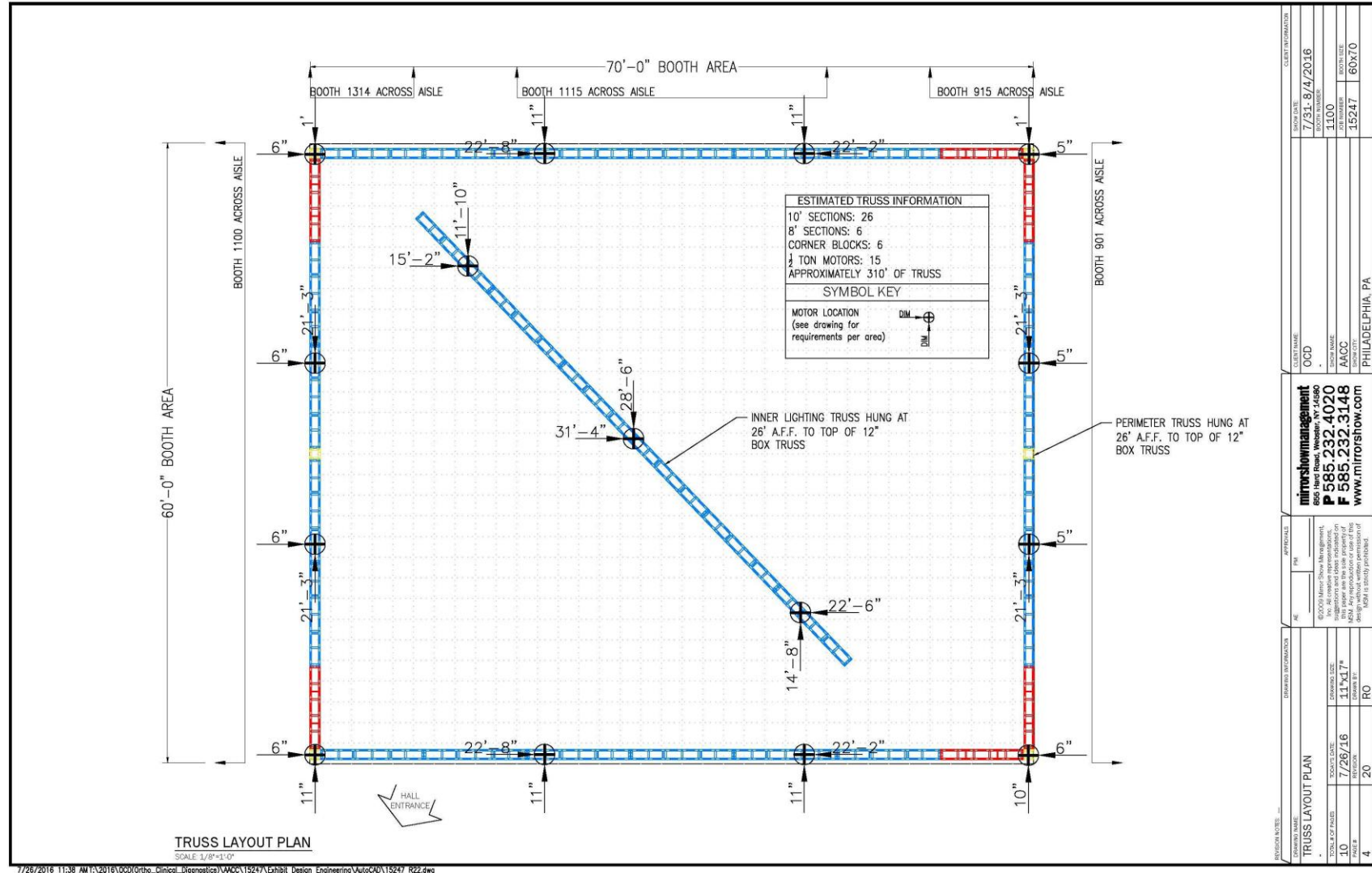
Regular Rate: \$254.00 Show Site Rate: \$310.00

STANDARD 110V/120V SERVICE

SERVICE ORIGINATES AT THE BACK OF THE BOOTH FOR INLINE AND PENINSULA

QTY	SERVICE	ADVANCED	STANDARD	TOTAL
	500watts	\$120.00	\$165.00	
	1000watts	\$155.00	\$220.00	
	2000watts	\$195.00	\$265.00	
	24HR. 500watts	\$187.00	\$252.00	
	24HR. 1000watts	\$232.00	\$325.00	
	24HR. 2000watts	\$292.00	\$395.00	
	OTHER	CALL	CALL	

Rigging Truss & Motors



Internet



Free Wi-Fi is available in all public areas of the PCC. It is not available in the exhibit hall. A wired internet drop will need to be ordered if internet access is required in the booth.



Exhibitors can bring their own wireless router to attach to the hardwire internet drop.



Any additional cabling (spider cabling) from the main hub will be run by Legends Global Electricians.



It is recommended that you supply the Exhibitor Services Department with a rendering and scaled floor plan noting internet drop locations in your booth and/or meeting room.

See booth rendering sample

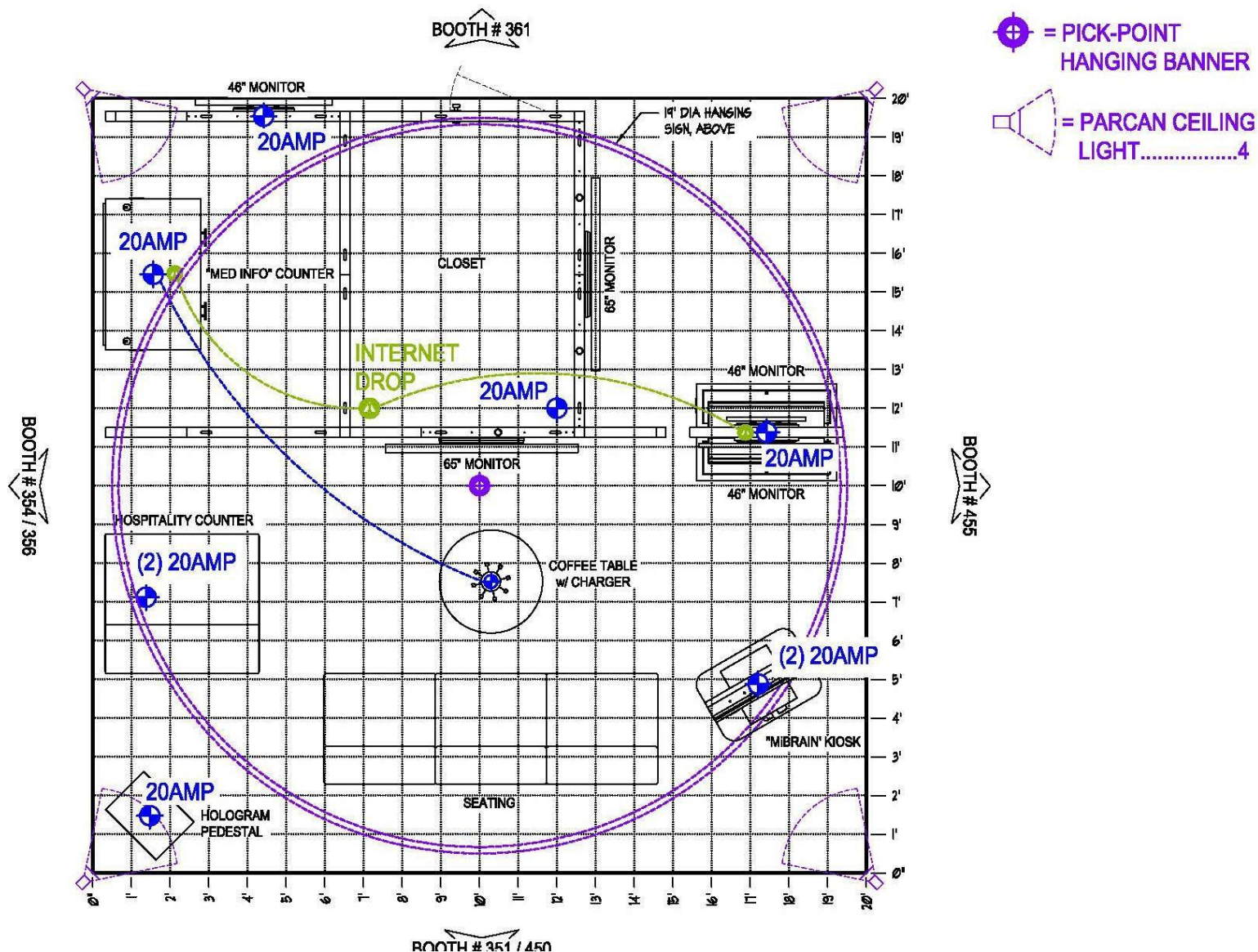


Online Exhibitor Ordering can be accessed at

September 4, 2026

[e/coe_p1_all.aspx?oc=10&cc=COESOP](#)

Sample Plan with Internet Drop Locations



CLIENT	
AMGEN	
DESCRIPTION	
20x20	
SHOW	
AANP 2017	
LOCATION	
PHILADELPHIA, PA	
SHOW DATES	
06/21/17	
BOOTH NUMBER	
355	
SCALE	
1/4" = 1'-0"	
DATE	DRAWN BY
06/07/17	PE
REVISIONS	
06/07/17	
CAD FILE NAME	
61798_SI	
DRAWING NUMBER	

Food and Beverage



Aramark is the exclusive food and beverage provider within the PCC.



All F&B arrangements should be made directly with the catering office-this includes concessions stands and any food or beverage related prizes or giveaways.



If approval is granted to bring food or beverage that is not supplied by Aramark, a corkage fee will apply.



Aramark requires that an Aramark/SFS to bartender dispense all alcoholic beverages. Labor fees apply.



Individually wrapped chocolates, candies, or mints are acceptable in small bowls, however corkage fees are applicable for large candy displays.

September 1, 2026

PCC Contact Information

Exhibitor Services – Electric, Plumbing/Compressed Air, Internet, Telecom and In-House Audio Visual Services

Colleen McShane, Senior Exhibitor Services Representative

Phone 215-418-2188

Email cmcshane@paconvention.com

Contractor Services

Jorge Rodriguez, Contractor Services Manager

Phone: 215-418-4720

Email: jrodriguez@paconvention.com

Event Services

Daniel Hammel

Phone: 215-418-4739

Email: dhammel@paconvention.com

Aramark - Food & Beverage

Leah Keene, Catering

Phone: 267-804-2563

Email kenin-leah@aramark.com

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 INFORMATION" is centered in white, bold, uppercase letters.

IMPORTANT EXHIBITOR 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.

HARGROVE IMPORTANT DATES

August 25

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

August 27

Rental booth & banner order deadline.

September 3

Advanced orders, graphics & rental booth art submission deadline.

September 17

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

September 23

Advance warehouse last day of shipment receiving.

September 27

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



HARGROVE

CUSTOMER SUPPORT

Exhibitor Services

(301) 306.4627

exhibitorservice@hargroveinc.com

Hargrove Shipping

(301) 306.4620

shipping@hargroveinc.com

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.

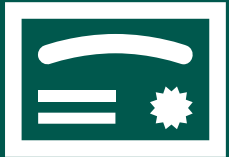


Code of Conduct

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

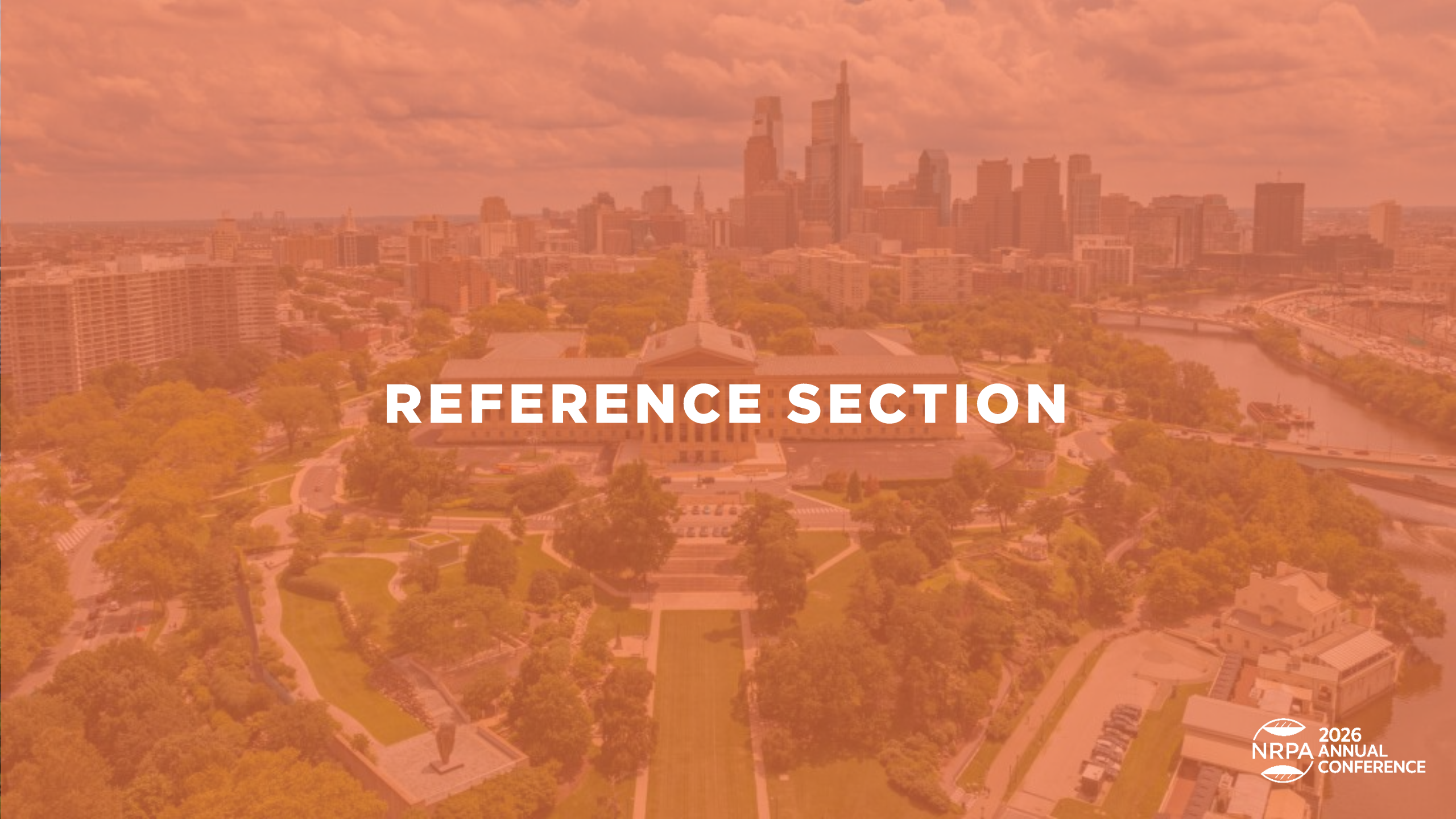
Exhibitors **MUST** adhere to **NRPA booth** height restrictions.

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.

**THANK YOU
FOR JOINING
TODAY!**

Q&A

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

An aerial photograph of a city park, likely Central Park in New York City, with a large, classical-style building in the center. The park is filled with green trees and a winding path. In the background, a dense city skyline with various skyscrapers is visible under a cloudy sky. A river flows along the right side of the park. The entire image has a warm, orange-toned overlay.

REFERENCE SECTION



CONFERENCE BASIC INFORMATION: 2026

Philadelphia, Pennsylvania

Conference: September 29 – October 1

Exhibit Hall: September 29 - 30

Pennsylvania Convention Center (PCC)

1101 Arch Street | Philadelphia, PA 19107

Exhibits: Halls A – D, 200 Level

General Sessions: Hall E, 200 Level

Education & Meetings: 100 and 200 Levels

Registration: Grand Hall, 200 Level

Special Events: Grand Ballroom, 300 Level

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

Event Technology, Internet and Telecommunications

Event Technology Department

eventtechnology@paconvention.com



PENNSYLVANIA CONVENTION CENTER SHOW LABOR WORKERS

The Show Labor Workers Jurisdictions*:

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

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

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



FRAUDULENT CLAIMS & SOLICITATIONS

Red Flag!

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

Red Flag!

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





BOOTH PACKAGE INCLUSIONS

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

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

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



BOOTH STAFF AND GUEST PASSES

Each 10x10 receives the following exhibitor badge allotments:

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

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

CONNECT WITH NRPA

Biweekly Call Dates: for all exhibitors

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

Open Office Hours: for first-time exhibitors

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