



2026 NRPA ANNUAL CONFERENCE

Expo: September 29 & 30
Conference: September 29-October 1



BOOTH DIAGRAMS

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GUIDELINES FOR **INLINE (LINEAR) AND CORNER BOOTH**

DEFINITION AND/OR DIMENSION

Single or Corner linear booths, also called “inline” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right or left. A corner booth has two sides exposed to an aisle.

WHAT’S PROVIDED/INCLUDED

- 8-foot high pipe and drape backwall
 - 3-foot high pipe and drape side rails
 - 7-inch by 44-inch booth identification sign with the company name and booth number
- All other equipment and services are the responsibility of the exhibitor.*

USE OF SPACE

The maximum height of 8 feet is allowed only in the rear half of the booth space, with a 4-foot height restriction on all materials in the remaining space forward to the aisle. When three or more linear booths are used in combination as a single exhibit space, the 4-foot height limitation is applied only to the portion of exhibit space that is within 10 feet of an adjoining booth. See page 8 for the diagram.

FOOTPRINT RULE OR “WIGGLE ROOM” FACTOR

The width and depth of your booth structure should be designed so any side that is adjacent to another exhibitor’s booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must run between booths.

HANGING SIGNS/GRAPHICS

Linear/inline booths are not permitted to have hanging signs. Signs, logos and graphics placed along booth edges may not face into adjacent booths. Line-of-sight rules apply. Banner stands/signage must be placed in the back 5 feet of the booth.

EXPOSED SURFACES

All exposed exhibit components extending above the 3-foot high pipe and drape sidewalls and/or the 8-foot high pipe and drape backwall must be finished, painted and have no exposed wires or framing visible. *Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor’s expense.*

ACCESSIBLE STORAGE

Exhibitors are reminded that the storage of excess literature, product or packing materials and cases behind the exhibit back drape is strictly prohibited in every major exhibit facility in the United States.

ALLOWANCES

Exhibitors showcasing their product that exceeds 8 feet in height may be moved to a perimeter location. Canopies, tents or any covered product/structure component require drawings and a fire-retardant certificate for fire marshal approval. *Show management must approve any allowances. Exhibitors must read the full guidelines.*

10X10 INLINE (LINEAR) BOOTH

Linear Booths, also called “inline” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left. Linear, or inline booths, are 10 feet wide and 10 feet deep (10’x10’) with a maximum backwall height limitation of 8 feet.

10x10 INLINE BOOTH



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10X10 CORNER BOOTH

A Corner Booth is a Linear Booth at the end of a series of inline booths with exposure to intersecting aisles on two sides. The same guidelines for inline booths apply to Corner Booths.

10x10 CORNER BOOTH



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GUIDELINES FOR **PERIMETER LINEAR BOOTH**

DEFINITION AND/OR DIMENSION

Perimeter linear booths are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. These booths are placed along the walls/perimeter of the exhibit hall.

WHAT'S PROVIDED/INCLUDED

- 8-foot high pipe and drape backwall
 - 3-foot high pipe and drape side rails
 - 7-inch by 44-inch booth identification sign with the company name and booth number
- All other equipment and services are the responsibility of the exhibitor.*

USE OF SPACE

The maximum height of 12 feet is allowed only in the rear half of the booth space, with a 4-foot height restriction on all materials in the remaining space forward to the aisle. When three or more linear booths are used in combination as a single exhibit space, the 4-foot height limitation is applied only to the portion of exhibit space that is within 10 feet of an adjoining booth. See page 8 for the diagram.

FOOTPRINT RULE OR "WIGGLE ROOM" FACTOR

The width and depth of your booth structure should be designed so any side that is adjacent to another exhibitor's booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must run between booths.

HANGING SIGNS/GRAPHICS

Linear/inline booths are NOT permitted to have hanging signs. Signs, logos and graphics placed along booth edges may not face into adjacent booths. Line-of-sight rules apply. Banner stands/signage must be placed in the back 5 feet of the booth.

EXPOSED SURFACES

All exposed exhibit components extending above the 3-foot high pipe and drape sidewalls and/or the 8-foot high pipe and drape backwall must be finished, painted and have no exposed wires or framing visible. *Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.*

ACCESSIBLE STORAGE

Exhibitors are reminded that the storage of excess literature, product or packing materials and cases behind the exhibit back drape is strictly prohibited in every major exhibit facility in the United States.

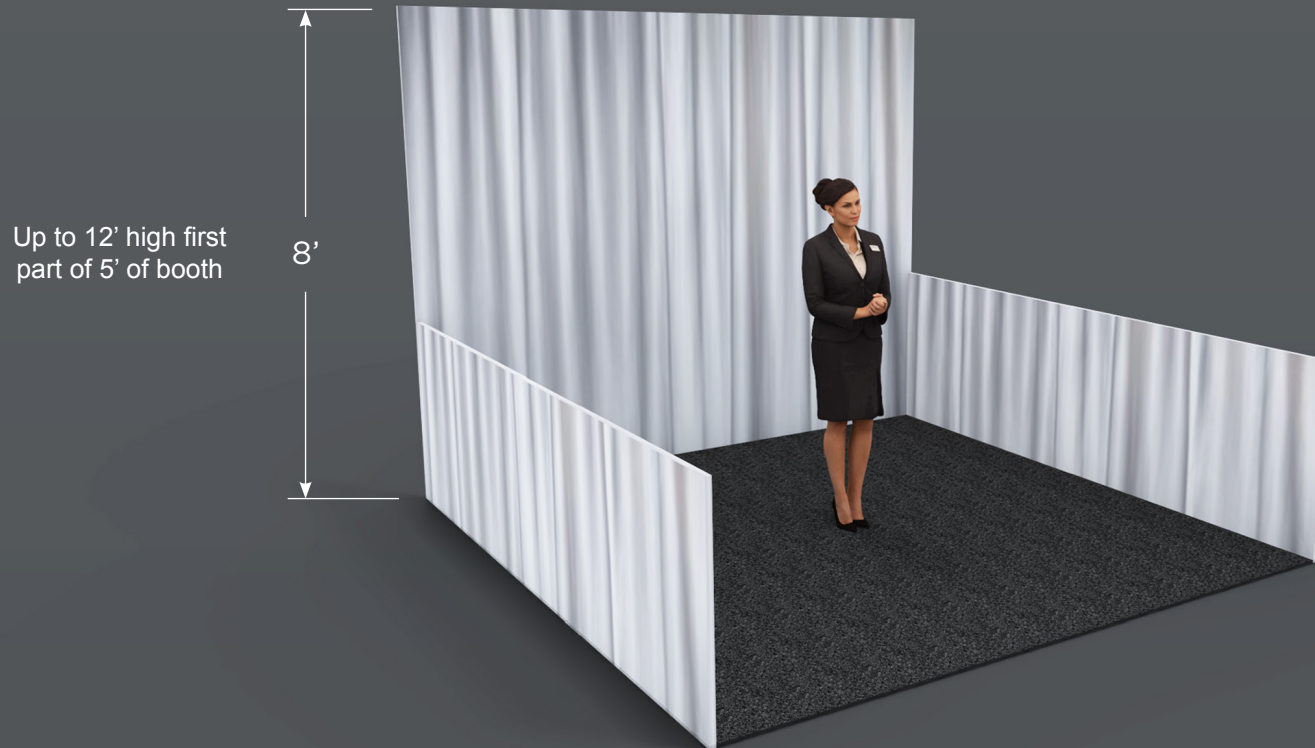
ALLOWANCES

Exhibitors showcasing their product that exceeds 8 feet in height may be moved to a perimeter location. Canopies, tents or any covered product/structure component require drawings and a fire-retardant certificate for fire marshal approval. *Show management must approve any allowances. Exhibitors must read the full guidelines.*

10X10 PERIMETER LINEAR BOOTH

A Perimeter Linear Booth is a Linear Booth. These booths are placed along the walls/perimeter of the exhibit hall. You can go as high as 12 feet in this location rather than 8 feet.

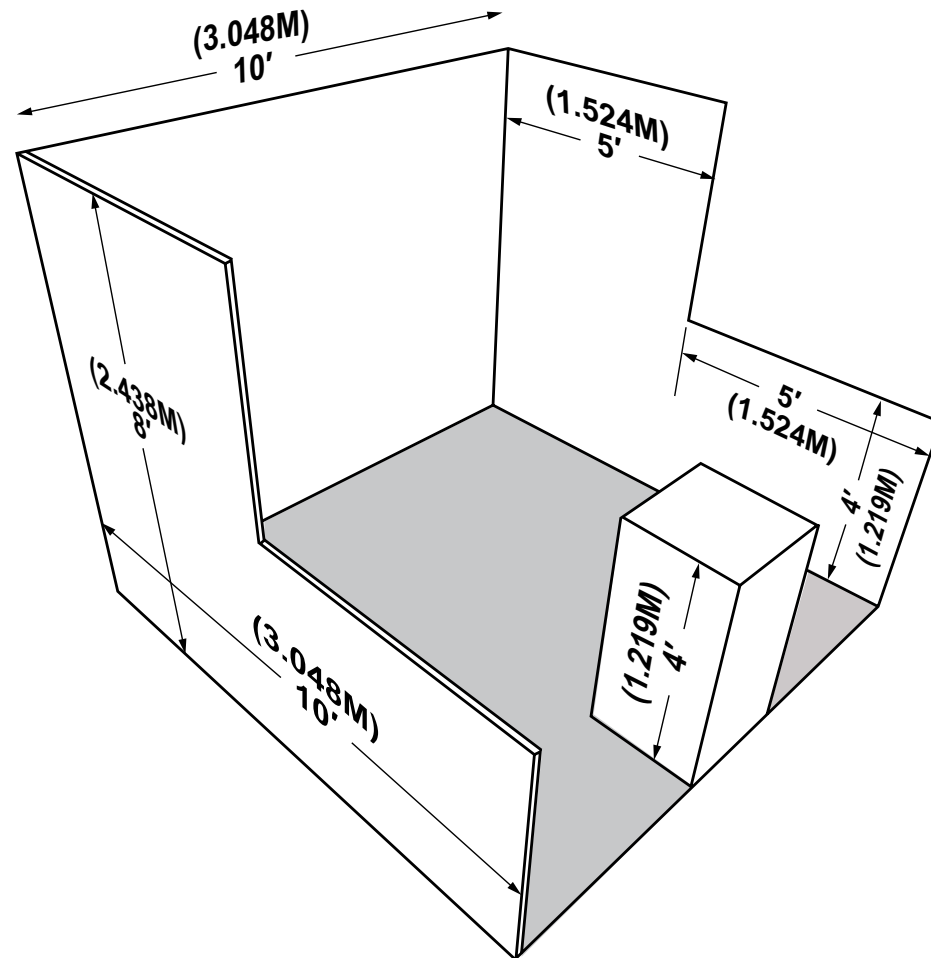
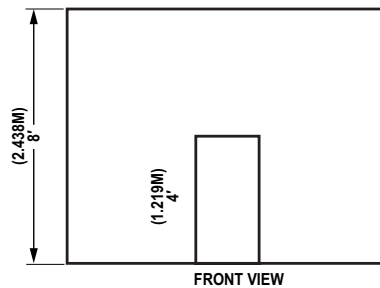
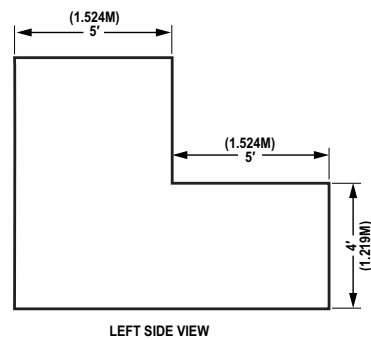
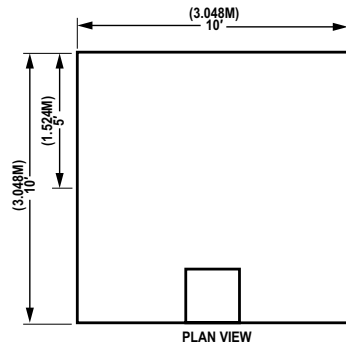
10x10 PERIMETER LINEAR BOOTH



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USE OF SPACE DIAGRAM



GUIDELINES FOR **STAND-ALONE BOOTH**

DEFINITION AND/OR DIMENSION

Stand-alone booths are exposed to an aisle on all four sides and have two corners. With this booth configuration, you can go as high as 12 feet.

WHAT'S PROVIDED/INCLUDED

Stand-alone booths do not come with pipe, drape or ID signs. All equipment and services are the responsibility of the exhibitor.

USE OF SPACE

All 10x20, 10x30 and 10x40 stand-alone booths must have ample sight lines to ensure adjacent exhibits are visually accessible. Total visual opening from all directions of your booth needs to have at least a 25 percent visual opening from top to bottom. All products must remain 6 inches in from the aisle.

FOOTPRINT RULE OR "WIGGLE ROOM" FACTOR

Stand-alone booths do not have any adjacent booths; the footprint rule is not applicable.

COVERED EXHIBITS

A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable.

HANGING SIGNS/GRAPHICS

Stand-alone booths are NOT permitted to have hanging signs. Signs, logos and graphics placed along booth edges may not face into adjacent booths. Line-of-sight rules apply.

EXPOSED SURFACES

All exposed exhibit components must be finished, painted, and have no exposed wires or framing visible. *Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.*

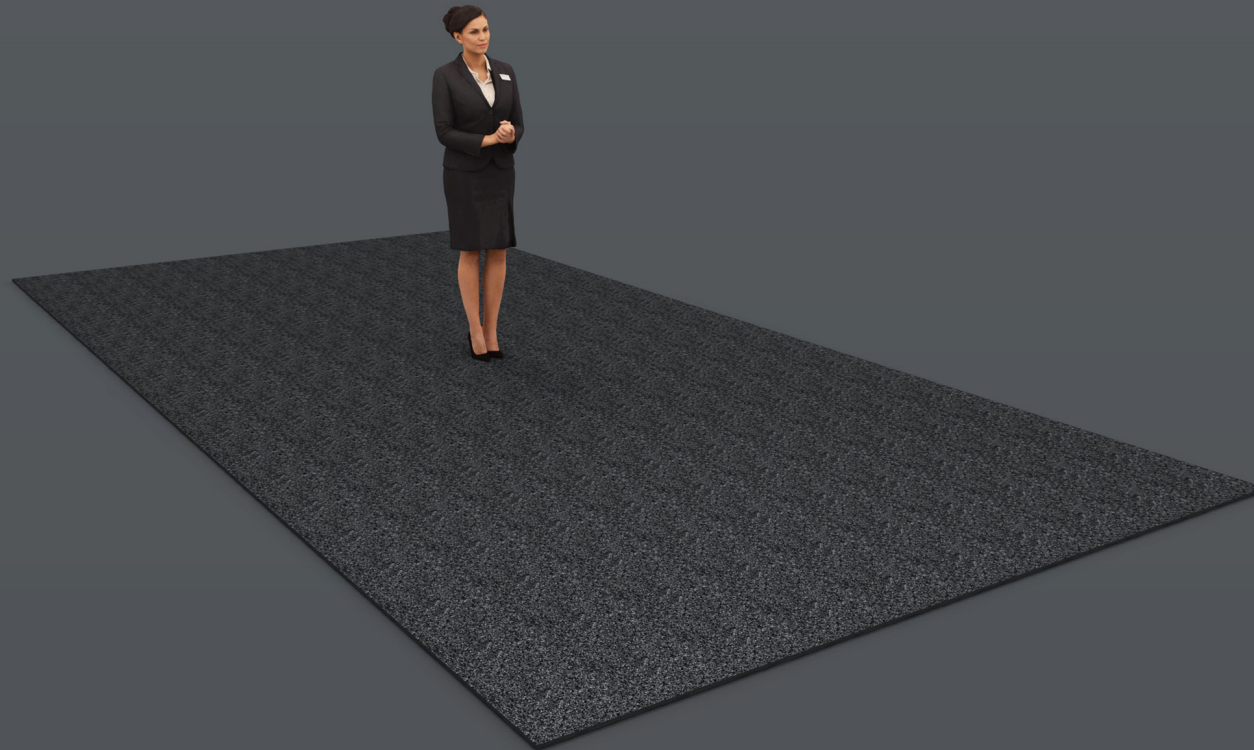
BOOTH APPROVAL FORM

You must complete the booth approval form by Friday, June 26, 2026.

STAND-ALONE BOOTH

Stand-Alone Booths are exposed to an aisle on all four sides. These booths are exposed to an aisle on all four sides and have two corners. With this booth configuration, you can go as high as 12 feet.

STAND-ALONE BOOTH



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GUIDELINES FOR ISLAND BOOTH

DEFINITION AND/OR DIMENSION

Island booths are exposed to an aisle on all four sides. Island booths are typically 20 feet by 20 feet (20'x20') or larger.

WHAT'S PROVIDED/INCLUDED

Island booths do not come with pipe, drape or ID signs. All equipment and services are the responsibility of the exhibitor.

USE OF SPACE

All island booths must have ample sight lines to ensure adjacent exhibits are visually accessible. Total visual opening from all directions of your booth needs to have at least a 25 percent visual opening from top to bottom. All products must remain 6 inches in from the aisle.

FOOTPRINT RULE OR "WIGGLE ROOM" FACTOR

Since island booths do not have any adjacent booths, the footprint rule is not applicable.

MULTI-LEVEL EXHIBITS

A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A Multi-Level exhibit requires prior approval by 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 a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to to NRPA at least sixty (60) days in advance of move in.

COVERED EXHIBITS

A Covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a Covered exhibit is not occupiable.

HANGING SIGNS/GRAPHICS

Hanging signs may be hung to a maximum height of twenty-seven feet (27') from the floor to the top of the sign. No part of the exhibit structure may touch the ceiling/building structure or block fire alarm strobes, fire extinguishers, fire hose connections, exit signs or safety equipment of any kind. This will be reviewed and confirmed during the booth-approval process. Any exhibitor using a hanging sign must fill out the Hanging Signs & Overhead Structures form.

EXPOSED SURFACES

All exposed exhibit components must be finished, painted, and have no exposed wires or framing. *Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.*

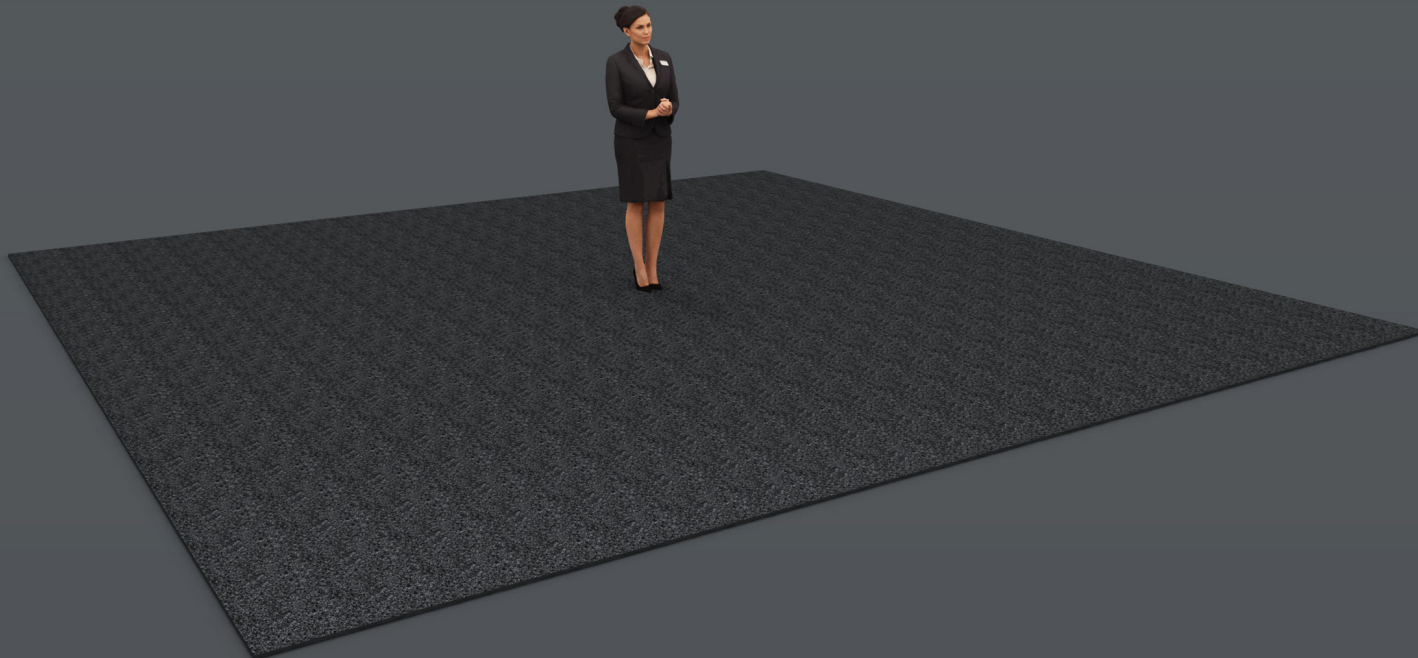
BOOTH APPROVAL FORM

You must complete the booth approval form by Friday, June 26, 2026.

ISLAND BOOTH

Island Booths are exposed to an aisle on all four sides. Island booths start at 20 feet by 20 feet (20'x20') or larger. The maximum height for an island 20'x20' booth or larger is 27 feet from top of sign or equipment to the carpeted floor.

ISLAND BOOTH



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BOOTH POLICIES AND GUIDELINES

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 that 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 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 that do not properly cover the floor of their entire exhibit area are required to have carpet supplied by the General Service Contractor at the exhibitor’s expense.

BOOTH APPROVAL PROCESS

Drawings and three-dimensional renderings of both the hanging sign and the floor-supported booth structure, with dimensions, must be submitted to Show Management at exhibits@nrpa.org, with the approval request for onsite inspection. Deadline to submit is Friday, June 26, 2026.

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 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-strikes consecutive year approach:

- **Year 1, Strike 1 = Booth Violation Notice Form**
- **Year 2, Strike 2 = Booth Violation Notice Form + \$500 Fee and Loss of Priority Points**
- **Year 3, Strike 3 = Booth Violation Notice Form + One-Year No Exhibit Probationary Period**

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.

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.

EXHIBITOR CONDUCT/GOOD NEIGHBOR POLICY

Exhibitor activities may not disturb neighboring booths. Exhibitors are required to keep all 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.

MULTI-LEVEL OR COVERED EXHIBITS

A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A Multi-Level exhibit requires prior approval by 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 a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move in.

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 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. 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.

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 show days 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.

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.

RAFFLES, DRAWINGS AND CONTESTS

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



NATIONAL
RECREATION AND PARK
ASSOCIATION

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