



2025 NRPA ANNUAL CONFERENCE

Orange County Convention Center
Orlando, Florida

Expo: September 16-17
Conference: September 16-18



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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 most commonly 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

Canopies, tents or any covered product/structure component must provide drawings and a fire-retardant certificate for fire marshal approval. *Show management must approve any allowances.*

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.

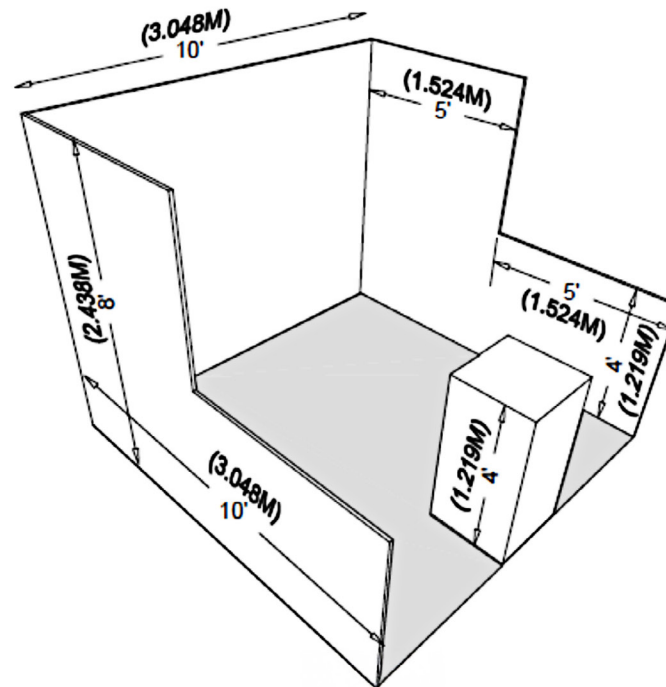
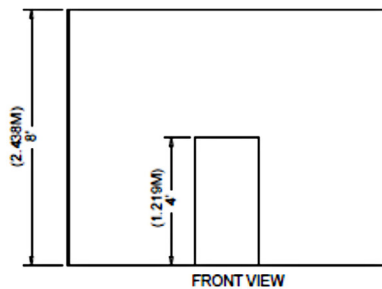
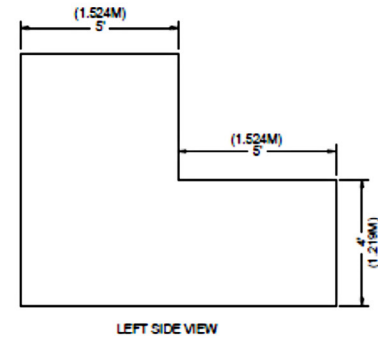
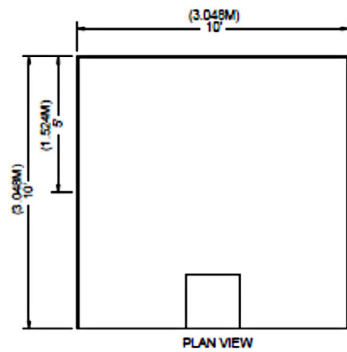
10x10 PERIMETER LINEAR BOOTH



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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

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 occupied.

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.*

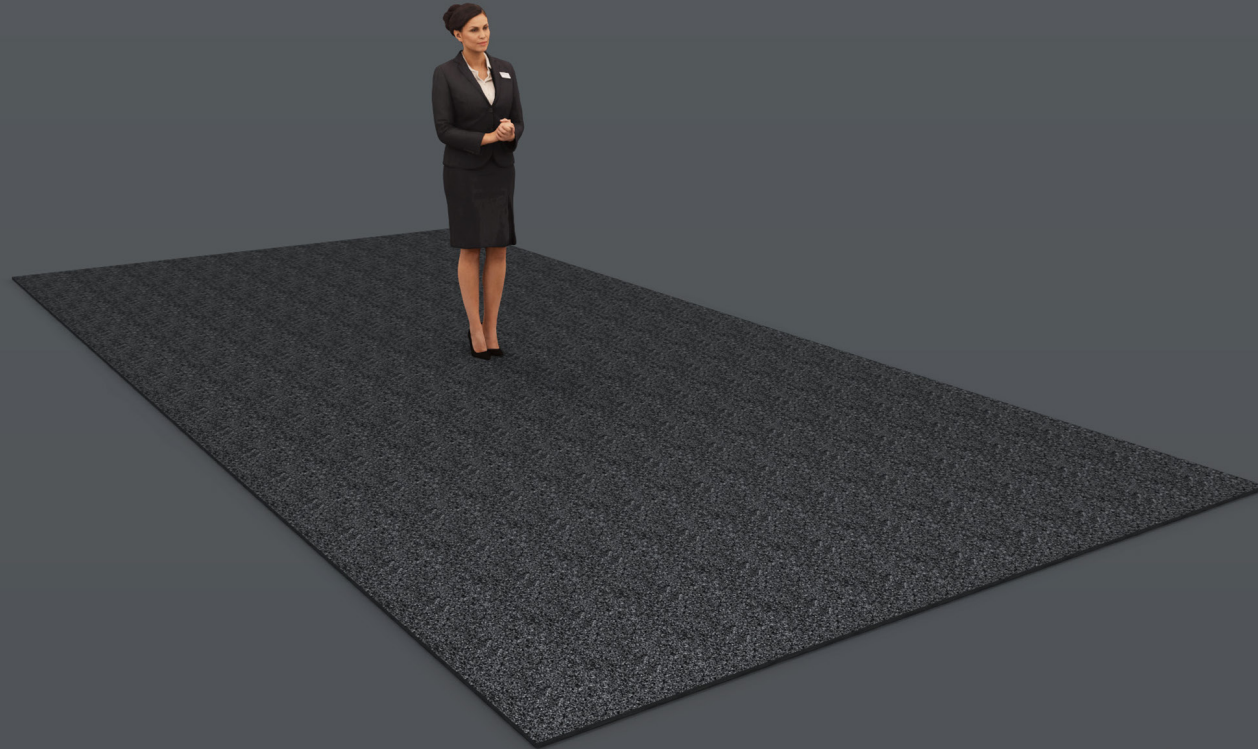
BOOTH APPROVAL FORM

You must complete the booth approval form by Friday, June 20, 2025. Please [click here](#) to download the booth approval form.

STAND-ALONE 10X20, 10X30, 10X40 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 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 occupied.

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. If a hanging sign is used, there must be an empty space that is a minimum of four feet (4') between the highest point of the ground supported structure and the lowest point of your hanging sign. The empty space must be continuous throughout the entire cubic feet of the booth. 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. Please download the form by [clicking here](#).

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.*

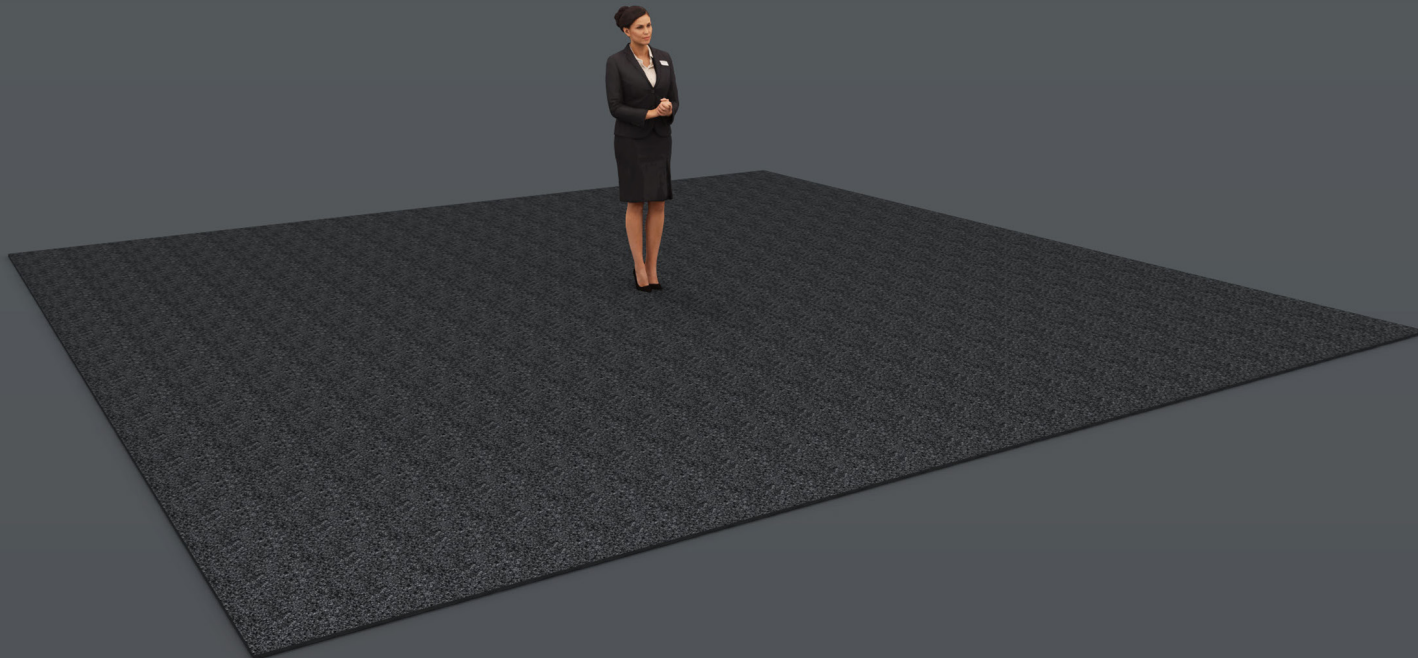
BOOTH APPROVAL FORM

You must complete the booth approval form by Friday, June 20, 2025. Please [click here](#) to download the booth approval form.

ISLAND BOOTH

Island Booths are exposed to an aisle on all four sides. Island booths are typically 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

ANIMALS AND PETS

Animals are not permitted on the premises of the Orange County Convention Center (OCCC), 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 confinement guidelines:

- Animal(s) must be on a leash or confined to a pen at all times.
- Animal(s) must be under constant control and are the responsibility of the owner or handler.
- Animal exhibits are not permitted on carpeted OCCC areas.

The animal handler/owner will be responsible for the removal of all waste from the animal exhibit area, according to the OCCC 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 are not allowed on the show floor at any time and should not be used in the design of the exhibit space or distributed. 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. Helium tank storage inside the OCCC is strictly prohibited. All costs incurred for the retrieval or damage due to balloons or inflatables will be the exhibitor's sole responsibility.

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. If you are providing your own flooring or carpet, please [complete](#) the online form.

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 20, 2025. To download the island booth approval form, [click here](#). To download the stand-alone 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 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

CABLE TELEVISION SERVICE

The OCCC has an agreement with a local cable television provider to offer a cable television program package for exhibitors who would like this service. Exhibitor requests for cable television service should be made directly to OCCC Exhibitor Services. Requests for cable television services should be submitted twenty-one (21) days prior to the start of the event. Cable television requests include labor, infrastructure patch fee and HD cable service. A television/monitor and supporting cords are not supplied with the request for cable service. Request form will be provided in the General Service Contractor's Exhibitor Service Kit.

CHILDREN IN THE EXHIBIT HALL

For the safety concerns and the well-being of children NRPA expressly prohibits children under the age of 18 in the exhibit hall — no exceptions. An exhibit hall during move in and move out is considered an active construction zone with heavy machinery and equipment moving around freight and materials.

CLEAN FLOOR POLICY

Items must be removed from the show floor as follows by Monday, September 15 at 7:30 p.m. ET. 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 providing 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.

DECALS

Adhesive-backed (stick-on) decals or similar items are not permitted in the OCCC and may not be distributed by exhibitors. All costs incurred by NRPA for the removal of these items by the OCCC 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.

DRONES OR UNMANNED AERIAL VEHICLES (UAV)

Aircraft are not permitted to be operated on the OCCC campus without prior approval from the OCCC Management. If you are interested in hosting a drone or UAV demonstration you must contact NRPA at least three (3) weeks prior to the intended use date.

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.

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, September 14, 2025, at noon (local time).

EXHIBITION SERVICES AND CONTRACTORS ASSOCIATION (ESCA) BADGES

The Exhibition Services and Contractors Association (ESCA) has partnered with the OCCC to implement the ESCA Badge, a national Worker Identification and Security Program that allows entry into participating facilities by the workers who have been registered with the program.

All contractors, suppliers and vendors who need access to work in the facility must be identified with the ESCA badge or a credential issued through the OCCC. All exhibition workers are **REQUIRED** to display the badge for scanning and **MUST** always wear it on their outermost garment to work onsite.

For all badge-related needs, such as sign-ups or renewals, interested individuals can visit www.wis.esca.org and any questions related to the badge system should be directed to badge@esca.org.

Exhibition workers without a valid ESCA Badge will not be allowed entry.

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 OCCC. Contractors must adhere to all rules and regulations of the National Recreation and Park Association, the General Service Contractor, the Orange County Convention Center, and the local unions. 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 OCCC (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. 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. 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 in front of the building is prohibited. Further, these items may not be moved into, around or out of the convention center by using escalators, moving sidewalks or passenger elevators.

The use of gasoline-powered vehicles is prohibited inside the OCCC and persons under the age of eighteen (18) are not permitted to operate a motorized vehicle on OCCC property.

The OCCC will not accept freight or package deliveries at any time. Please ensure all shipments delivered to the OCCC 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 withing 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.

Permits are required for booth and/or exhibitor activity that includes cooking, pyrotechnics, lasers, tents, welding or cutting, and multilevel or covered booths, or other potentially dangerous hazards. Each situation must be individually approved. Permit information may be obtained from your exhibitor kit or show management.

Cooking permits must be obtained from your exhibitor kit or show management, completed and accepted by the OCCC prior to any cooking activity. A certified 2A 40-BC fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device. Exhibitors shall comply with all Orange County Health Department rules and regulations. Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by show management. Disposal of cooking residue into the OCCC’s drainage system is prohibited. Providing holding tanks for disposal of cooking residue (oil, grease, etc.) is required. “Day tanks” of bottled gas may be used, during show hours, for cooking or demonstration purposes. Tanks must have a release valve and be removed from the OCCC during non-show hours. Multi-level and/or covered exhibits require Fire Watch personnel and submittal of scaled, engineer-stamped plans. Guidelines are available through your Exhibitor Service Kit, NRPA Show Management or OCCC Event Management. Exhibitors will be charged for fire watch personnel per Orange County Fire Rescue Department’s fee schedules.

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.

FOOD AND BEVERAGE SAMPLING

Sodexo Live! has exclusive food and beverage distribution rights at the OCCC. State law prevents alcoholic beverages from being brought into the OCCC except by Sodexo Live. 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 AIRPORNE 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 cost incurred for rigging and labor to hang a sign are the responsibility of the exhibitor. Download the Hanging Sign Label [here](#).

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 \$500,000 each accident bodily injury, and \$500,000 bodily injury by disease each employee and \$500,000 bodily injury by disease policy limit (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, three million dollars (\$3,000,000) 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. To purchase this insurance at \$65, go [here](#).

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. A smoke detector and 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 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.

PROHIBITED ITEMS

The following items are strictly prohibited in the OCCC:

- 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

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.

RECYCLING AND WASTE DIVERSION

The OCCC sustainability program includes the following recycling and diversion streams located in the loading docks of each building.

- Cardboard recycling
- Mixed recycling (paper, glass, aluminum, plastic)
- Food waste and composting
- Metal recycling
- Donations

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

SHOW COLORS

8-foot Backwall and 3-foot Side Rail Drape: White

Aisle Carpet: Tuxedo

SMOKING POLICY (INLCUDING E-CIGARETTES AND VAPING)

Smoking is not permitted within the OCCC in compliance with the Florida Clean Indoor Air Act, as well as other local, state, and federal regulations. There are OCCC designated smoking areas provided that are 25 feet from the building ventilation, doors, windows, workspaces or regulated materials.

Exterior smoking areas have been designated for those exhibitors who require dock access for smoking.

TAPE AND TAPE REMOVAL

The use of high residue tape is strictly prohibited on terrazzo floors and carpeted areas. Approved tape includes:

- Low residue carpet tape (Polyken 105C or Renfrew #174)
- Low residue safety tape (Asiachem SST-736 or approved equivalent)

All tape 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 OCCC will be charged to the exhibiting company who applied the tape(s).

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 is cleared during move out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.



NATIONAL
RECREATION AND PARK
ASSOCIATION

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