



**BOOTH APPROVAL FORM**  
**10X20, 10X30, 10x40**  
**STAND-ALONE EXHIBITS**

To ensure visibility for all exhibitors at the 2024 NRPA Annual Conference, companies occupying 200, 300 or 400 square feet that are configured as a stand-alone booth or their exhibit is a structure, must complete this form and provide a detailed drawing or schematic of your booth layout for approval. All forms and drawings/schematics must be returned to **NRPA by Friday, July 12**. All booths must follow the NRPA Exhibitor Planning Guide.

Exhibitor \_\_\_\_\_

Contact \_\_\_\_\_

Booth # \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**STRUCTURE INFORMATION:**

Please include in your drawings/schematic the exact height, depth, and width of structure towers, graphic panels, truss, products, etc. Hanging signs are NOT permitted for this configuration. The maximum height of any structure is 12 feet. The requests will not be approved unless this information is provided to Show Management. Email completed form to [exhibits@nrpa.org](mailto:exhibits@nrpa.org).

**FOR NRPA USE**

Booth Approved by Show Management

Booth Approved by Show Management with modifications as indicated below.

Unapproved by Show Management

Show Management Signature \_\_\_\_\_

Date \_\_\_\_\_

All approvals/disapprovals will be acknowledged in writing by Show Management. Once on site, Show Management will inspect booths that require approval. If the booth is not in accordance with the approved specifications, the exhibitor will be required to alter or remove the booth at the exhibitor's expense. **Booth approvals are valid for the 2024 event only.**

**DEADLINE: Friday, July 12**

Questions? Contact Joanna Walling at 321-446-4922 or email [jwalling@nrpa.org](mailto:jwalling@nrpa.org)