

## General Information

### LOCATION & DATES

Georgia World Congress Center  
Hall B2-B4  
285 Andrew Young International Blvd.  
Atlanta, GA 30313

Tuesday, October 8 to Wednesday, October 9, 2024

### EXHIBITOR MOVE-IN

Sunday, October 6	8:00 AM	-	4:30 PM
Monday, October 7	8:00 AM	-	4:30 PM

NOTE: Overtime rates apply all day Sunday

### SHOW HOURS

Tuesday, October 8	10:30 AM	-	4:30 PM
Wednesday, October 9	10:30 AM	-	3:00 PM

### EXHIBITOR MOVE-OUT

Wednesday, October 9	3:00 PM	-	9:00 PM
Thursday, October 10	8:00 AM	-	4:30 PM

NOTE: Overtime rates apply after 4:30 PM.

Outside carriers must be checked in by **Wednesday, October 9 at 8:00 PM**, or by **Thursday, October 10 at 3:30 PM** for all remaining outbound shipments. Please see the [Move-Out Information sheet](#) for more details.

### STANDARD BOOTH EQUIPMENT

Each 10' x 10' booth includes the following standard equipment:

8' High Draped **Backwall** – Color(s): **White**  
3' High Draped **Siderails** – Color: **White**  
1 – 7" x 44" **Identification Sign** with Company Name & Booth Number

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, October 7 at 4:30 PM** will have carpet installed by Hargrove at the exhibitor's expense.

## General Information (cont.)

### HARGROVE ADVANCE & ONLINE ORDER DEADLINES

#### **Wednesday, September 4, 2024 RENTAL BOOTH ORDER DEADLINE**

#### **Wednesday, September 11, 2024 ADVANCE ORDER & RENTAL ART SUBMISSION DEADLINE**

Hargrove's advance prices apply to orders received with payment by the deadline date.

#### **Wednesday, September 25, 2024 CARPET & ONLINE ORDERING DEADLINE**

Orders after this date must be placed via phone or email and are subject to availability.

### NEED HELP? WE'RE HERE FOR YOU!



**HARGROVE EXHIBITOR SERVICES** // 301.306.4627 or [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com)



**HARGROVE SHIPPING** // [Request a Quote](#) // 301.306.4620 or [shipping@hargroveinc.com](mailto:shipping@hargroveinc.com)

### ADVANCE SHIPPING

Advance shipping begins **Tuesday, September 3** at **8:00 AM** and ends **Wednesday, October 2** at **3:00 PM**.

Advance shipping address:

(Your Company Name & Booth Number)

NRPA Annual Conference 2024

c/o Hargrove

c/o RAC Logistics

4351 Thurman Rd.

Conley, GA 30288

Advance Warehouse Receiving Hours: Monday – Friday **8:00 AM** to **3:00 PM**

**NOTE: Items will be moved to show site on overtime. A 40% surcharge will apply.**

### DIRECT SHIPPING

Direct shipping will begin on **Sunday, October 6** at **8:00 AM**.

Direct shipping address:

(Your Company Name & Booth Number)

NRPA Annual Conference 2024

c/o Hargrove

Georgia World Congress Center

Halls B2-B4

285 Andrew Young International Blvd.

Atlanta, GA 30313

**NOTE: Direct shipments received before 8:00 AM or after 4:30 PM weekdays or during weekend hours, will be assessed a 40% overtime surcharge.**