



NPACE 2026
Exhibitor & Sponsor Kit

Nashville, TN
February 23-25, 2026

ABOUT THIS GUIDE

Thank you for considering sponsoring or exhibiting with NPace!

We're excited about the opportunity to have your company represented at our conference.

This guide outlines the basic exhibitor and sponsor information that is beneficial to know ahead of the event.

The NPace team will send out various email communications and reminders to you in the months and weeks leading up to the in-person conference you register to attend.

Please take a moment to review the information provided. If you have any questions, don't hesitate to reach out to our Business Development Coordinator, Emily Eddins, at eeddins@npace.org

EXHIBITOR SCHEDULE

EXHIBIT SCHEDULE IS SUBJECT TO CHANGE CLOSER TO THE EVENT – SCHEDULE UPDATES WILL BE SENT VIA EMAIL.

The Exhibit Hall is open beginning at 7 A.M. each day with breakfast taking place in the exhibit hall during the first time featured each day. Times listed below are unopposed exhibit hours.

Exhibitor Move-In

Monday, February 23rd, 1:00 – 4:00 P.M.

Tuesday, February 24th, 6:30 – 7:00 A.M.

Exhibitor Move-Out

Wednesday, February 25th, 4:00 – 5:30 P.M.



Exhibit Schedule

Tuesday, February 24th

7:00 – 7:30 A.M.
8:15 – 8:30 A.M.
10:00 – 10:15 A.M.
11:45 – 12:15 P.M.
1:00 – 1:30 P.M.
2:45 – 3:00 P.M.

Wednesday, February 25th

7:00 – 8:00 A.M.
8:45 – 9:15 A.M.
10:45 – 11:00 A.M.
12:30 – 1:00 P.M.
1:45 – 2:15 P.M.
3:45 – 4:00 P.M.

HOTEL INFORMATION

Sheraton Grand Nashville Downtown
623 Union Street
Nashville, TN 37219



Meeting Room Location – Sheraton Grand Nashville Platinum Ballroom

Hotel Room Reservations – NPACE has a block of hotel rooms available at a discounted rate for the event at the Sheraton Grand Nashville Downtown.

Please book your hotel rooms using the link below:

RESERVE HOTEL ROOM BLOCK HERE

The room block rate expires on **January 26, 2026**, and there is no guarantee NPACE can extend the room rate beyond this date. The hotel **WILL SELL OUT**, do not wait to book your room!

Airline Discounts

Delta Airlines Discount

Delta Air Lines offers special discounts for our event attendees. Use the Meeting Event Code **NY4JK** when booking online at www.delta.com or by calling 1-800-328-1111.

United Airlines Discount

United Airlines offers a special discount for our event attendees. Use the discount code **ZS5K628268** when booking online at www.united.com/meetingtravel or by calling 1-800-426-1122.



BADGE REGISTRATION

All on-site staff from your team must complete the badge registration form linked [HERE](#) once registered.

All staff that will be in attendance must complete this form by **Friday, January 23, 2026**.

When arriving onsite, please visit the registration desk to retrieve your badge for the event and check in.

There will be signage throughout the hotel to direct you to the NPACE conference space.

EXHIBIT ASSIGNMENTS

Exhibit assignments will be made upon retrieving your badge at the registration desk.

SHIPPING & RECEIVING

All shipping and receiving costs will be directly handled between you and the hotel.

On the next slide, you will find the vendor shipping form. Please send packages for delivery no earlier than February 20th, 2026.





SHERATON

EST. 1937

623 Union Street Nashville, Tennessee 37219

(615) 259-2000

Kawan.harper@aimbridge.com

****The hotel does not provide outbound shipping materials. Each Vendor must provide their own shipping labels to place on ALL outbound boxes. The hotel business center is available complimentary. All UPS/FedEx pickups must be called in by the person shipping out.****

Exhibitor Service Order Form

Date of Function: _____ Event Name: _____

Charge to Hotel Room (Y or N): _____ Hotel Guest Name: _____

Contact Information:

Guest Name: _____ Company: _____

Street Address: _____ City, State, Zip Code: _____

*Telephone Number: _____ *Email Address: _____

Shipping:

How many:	Description	Cost	Total
	1 – Box Receipt and Storage	\$10.00	
	Prior to 72 Hours of Event Start (Additional)	\$5.00	
	1 – Case Receipt and Storage	\$75.00	
	Prior to 72 Hours. Receipt and Storage (Additional)	\$50.00	
	1 – Pallet/Package +200 lbs. Receipt and Storage	\$200.00	
	Prior to 72 Hours of Event Start (Additional)	\$100.00	

Special Instructions: _____

Order Authorized By: _____ Signature _____ Department _____

Financial Responsibility: (name) _____

Credit Card Number: _____ Expiration: _____

A 9.75% sales tax will be added to all orders*

Tracking Numbers: The hotel must have tracking numbers prior to locating boxes/packages

Labeling Instructions:

****The hotel will only accept shipments 3 days prior to tradeshow.

Name of Meeting and On-site Contact
C/O (Event Managers Name)/Sheraton Nashville Downtown
623 Union Street
Nashville, TN 37219

Elevator Size:

Service Elevator

Width of elevator (inside)	69"
Depth of elevator (door to door)	54"
Depth of elevator (panel to panel)	44"
Height of elevator (doors)	83"

MAX WEIGHT of 2,500 lbs

PAYMENT

If offline payment was selected during registration, outstanding payments can be made using the credit card form on the next page.

Payment via check is also available. Please mail check payable to:

NPACE
209 West Central St Ste 228
Natick, MA 01760



If your company needs an invoice to process payment, please reach out directly.

All fees are due by Friday, January 23rd.



One-time Credit Card Payment Authorization Form

Sign and complete this form to authorize NPACE to make a one-time debit to your credit card listed below.

By signing this form, you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only. It does not provide authorization for any additional unrelated debits or credit to your account.

Please complete the information below:

I, _____ authorize NPACE to charge my credit card in the amount of \$_____ on or after _____. This payment is for
(amount) (date)

_____ (description of goods/services/conference)

Signature _____

Date _____

I authorize the above names business to charge the credit card indicated on this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of the credit card and that I will not dispute the payment with my credit card company: so long as the transaction corresponds to the terms indicated on this form.

Card Type: (please circle)	Amex	Visa	Mastercard	Discover
Cardholder name:	_____			
Billing Address:	_____			
City, State, Zip:	_____			
Phone #:	_____			
Email:	_____			
Account Number:	_____			
Expiration Date:	_____			
CV#	_____			

FAQs

Please reference the next page for frequently asked exhibitor questions!



EXHIBITOR FAQS

1. What do I receive with my exhibitor registration? Is lead retrieval included?

- a. When you register to exhibit at a NPACE event, the following is included in your registration fee:
 - i. Badges for up to 4 staff members to attend
 - ii. One 6' table (unless you've selected the two table Friends of NPACE option)
 - iii. Two Chairs
 - iv. Waste removal for empty boxes/cartons
 - v. Carpeting – All exhibits take place in ballrooms or ballroom foyers in carpeted areas!
 - vi. Lead Retrieval – Lead retrieval is available with pricing as follows:
 - 1. \$500 – Initial license
 - 2. \$250 – Additional license(s)
- 3. Lead retrieval is conducted thru the NPACE onsite event app that can be downloaded directly to your device of choice (CVVENT lead capture) – companies purchasing lead retrieval will receive access information 1-2 weeks prior to the event start date.

2. Do I need to order any furniture for my exhibit booth? Is electrical included?

- a. NO! Everything is included for you to arrive onsite at a NPACE event and set up your exhibit booth without having to go through any 3rd party ordering site for exhibit furniture
- b. Electrical access is venue dependent, occasionally exhibitors will need to order electrical outlets for their booth directly with the venue. The pre-conference logistics email will alert you to electrical access for each individual event

3. How does shipping/receiving work?

- a. Each individual venue NPACE works with has different shipping and receiving protocols. More often than not, the onsite venue FedEx/UPS or business center will handle all shipping & receiving needs and will deliver your items directly to your exhibit booth. Any costs associated with shipping and receiving.

4. How do I know my booth # or where my booth is/what do I do when I arrive onsite?

- a. NPACE exhibit halls typically have 30-50 exhibit table top exhibits and will assign booth #'s to companies based on the type of exhibit booth they registered for and when they registered for the event. (If you want the best location, the Friends of NPACE booth is worth it!)
- b. Upon arrival at the venue, visit the NPACE registration desk to receive your conference badge. NPACE staff will show you to your booth when you arrive onsite.

5. When is Payment Due/How does NPACE accept payment?

Payment is due 30-days prior to the event start date and can be received by credit card, check or ACH wire transfer.

6. What happens if I can't be onsite for the entire event?

No problem at all! You are allowed to swap out reps for your booth throughout the duration of the event to ensure your booth is adequately staffed.

7. Food & Beverage

NPACE provides breakfast and coffee breaks to exhibitors on the exhibit days at each event. Lunch is not provided unless specified onsite by NPACE staff at each individual event.

8. Room Blocks/Hotel Rooms

NPACE has room blocks at each venue available for exhibitors to take advantage of. It is highly encouraged to book your hotel rooms as soon as you register to exhibit as NPACE room blocks typically sell out at each event.

QUESTIONS?



Please direct any questions regarding sponsorships or exhibiting at NPACE to:

Emily Eddins, NPACE Business Development Coordinator

eeddins@npace.org

774-270-5445