NPE2027
The Plastics Show

May 3–7, 2027

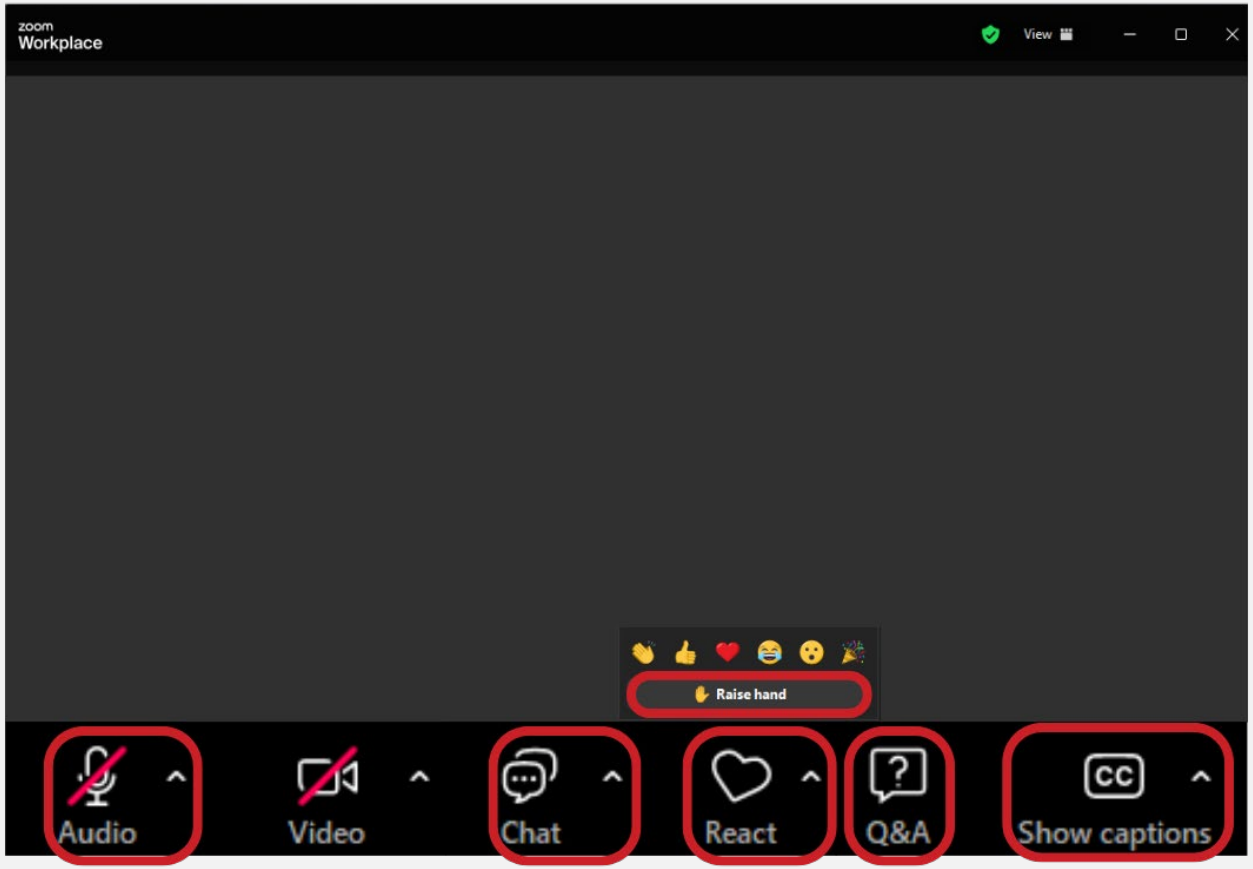
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Your NPE Checklist: Essentials Every Exhibitor Needs to Know

October 28, 2026 | Presented by Veronika Brumm, Director, Trade Show Services (NPE)

Zoom Webinar Features

Note: This webinar is being recorded. For the best experience, please familiarize yourself with the Zoom features located at the bottom of your screen.



Agenda

- Official Vendors
- Registration & Certificate of Insurance Requirements
- Rules & Regulations
- Booth Design Approvals
- Booth Utilities
- Material Handling Bundle
- Targeted Move-In and Move-Out Dates
- Travel Information
- Lead Retrieval
- Key Deadlines

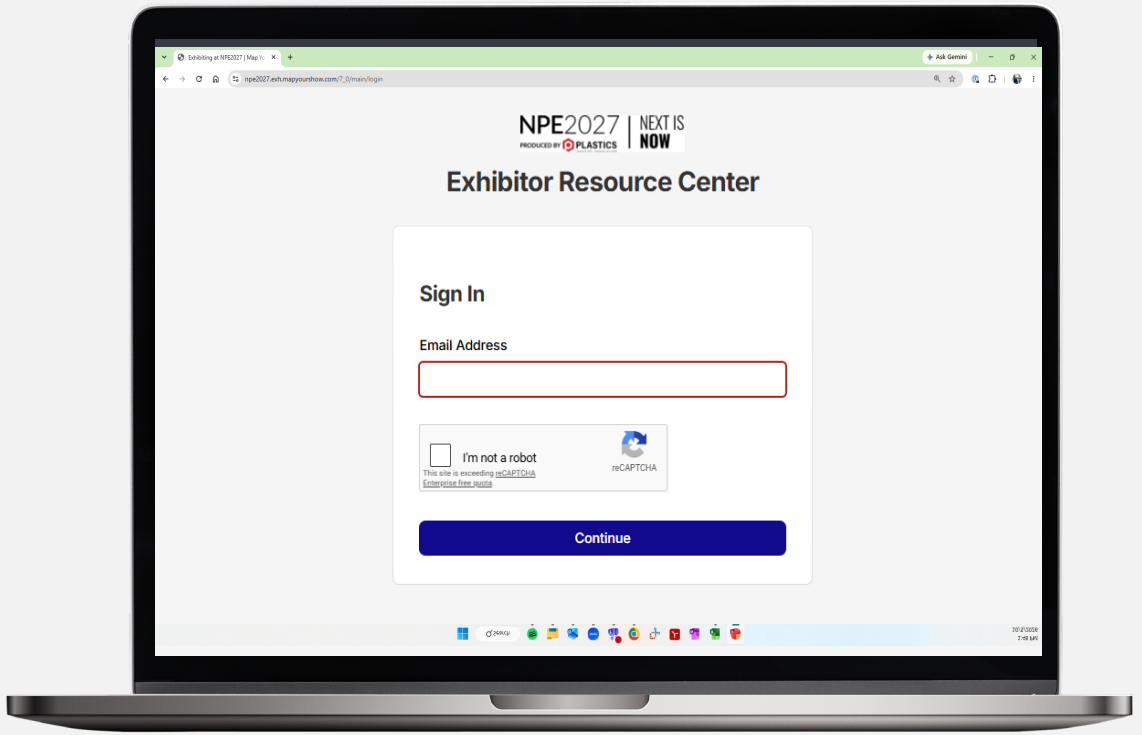
Official Vendors

- Expovision | Hotel Reservations
- Freeman | General Service Contractor
- Map Your Show (MYS) | ERC & Online Listing Upgrades
- OCCC | Utilities
- ROC-SMS | Booth Layout Guidance & Approvals
- Sodexo Live! | Catering
- XPress Leads/Maritz | Lead Retrieval and Registration

When in doubt, check ERC or contact exhibit@npe.org

Exhibitor Resource Center (ERC)

- ✅ Primary show contact needs to set up account
- ✅ Option to add additional users
- ✅ Tutorial available in the *Exhibitor Education* resource section of the ERC



Live Walkthrough

A live walkthrough of the Exhibitor Resource Center (ERC) was provided during this portion of the presentation.

Watch the webinar recording for the full demonstration.

ERC Login Page: ***https://npe2027.exh.mapyourshow.com/7_0***

Key Deadlines

- **January 29:** Certificate of Insurance Submission
- **March 5:** Booth Design Approval *(Booths larger than 400 sq. ft. only)*
- **March 5:** EAC Registration
- **March 19:** Group Hotel Block Reservations of 20+ rooms *(Make, modify, or cancel reservations to avoid penalty)*
- **March 22:** Utility Order Discount
- **March 25:** Material Handling Bundle Discount *(All-inclusive bundle must be ordered by this date)*
- **March 25:** Lead Retrieval Discount
- **April 2:** Catering Order Discount
- **April 2:** Individual Hotel Reservations *(Make, modify, or cancel reservations to avoid penalty)*

UP NEXT

Get Noticed at NPE: Sponsorship Opportunities

November 18 | 10:00 AM EST

THANK YOU

Questions? Email exhibit@npe.org for more information.

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