

**FAQ: NPE2024 Exhibitor Information** (updated: 9/1/2022)

**Q: When and where is NPE2024?**

**A:** NPE2024: The Plastics Show, produced by the [Plastics Industry Association \(PLASTICS\)](#), will be held May 6-10, 2024, at the Orange County Convention Center (OCCC) in Orlando, Florida, USA. NPE2024 will occupy the entirety of the West and North/South Buildings of the OCCC.

**Q: What is the projected number of exhibiting companies and organizations for NPE2024?**

**A:** Over 2,000 companies and organizations are expected to exhibit at NPE2024.

**Q: What are the NPE2024 exhibit space rates?**

**A:** NPE2024 exhibit space rates are as follows:

- Plastics Industry Association Full/Associate Member Discount Space Rates:
  - Up to 400 sq. ft. = \$28.50 per sq. ft.
  - 401 - 1,000 sq. ft. = \$27.50 per sq. ft.
  - 1001 - 4,000 sq. ft. = \$26.50 per sq. ft.
  - 4,001 or more sq. ft. = \$25.00 per sq. ft.
- Plastics Industry Association Service Providers Member Discount Space Rate: \$36.75 per sq. ft.
- Non-Member Space Rate: \$47.25 per sq. ft.

**Q: How does a company qualify for the Plastics Industry Association (PLASTICS) member discount space rate?**

**A:** Members of the Plastics Industry Association (PLASTICS) are entitled to NPE benefits including a discount on exhibit space rates and selection of exhibit space prior to non-member companies during the NPE2024 Space Draw. To be eligible for NPE benefits, PLASTICS members must maintain *continuous membership show to show in good standing for each show in which Company receives NPE member benefits*. In addition, Company agrees that all membership dues for 2022, 2023, and 2024 will be paid in full and in a timely manner by the membership payment due date(s) for eligibility to receive NPE2024 member benefits.

Companies submitting their NPE2024 space application prior to January 1, 2023, will be eligible for the member exhibit space discount rate provided the company's dues for PLASTICS membership is paid through December 31, 2022. To remain eligible as a member in good standing to receive the member exhibit space discount rate and to select space during the NPE2024 Space Draw, PLASTICS membership dues for 2023 must be paid by January 1, 2022. To maintain eligibility for the member exhibit space discount rate, membership dues for 2024 must be paid by January 1, 2023. If PLASTICS membership dues are not paid as defined, the company's designation would change to a non-member status for NPE2024.

[Click here](#) to learn more on the benefits on being a member of PLASTICS.

For membership information and to join, please contact the PLASTICS Membership Department:

- Via Phone: +1.202.974.5212
- Via Email: [membership@plasticsindustry.org](mailto:membership@plasticsindustry.org).

**Q: What is the first step for exhibiting at NPE2024?**

**A:** All companies must submit an NPE2024 exhibit space application which will be available online at [www.npe.org](http://www.npe.org) on August 15, 2022.

**Q: What is included in the NPE2024 exhibit space?**

**A:** NPE2024 exhibit space includes:

- Each 10'x10' booth will be set with 8' high back wall and 3' high side rail drape.
- Booths 300 square feet or less will receive a 7"x44" one-line identification sign; booths larger than 300 square feet may receive a 7"x44" one-line identification sign upon request.
- Each booth will receive one floor sticker identification sign indicating booth number.
- Company listing, product description, and product category selections on the NPE2024 Website.
- Company listing in the official printed show directory to reinforce your company's messages and serve as a valuable post-show reference.
- Company name and booth location on all interactive show floor maps.
- Complimentary booth personnel badges (2+ plus 1 for each 100sf of space, minimum of 7 total).
- Access to the NPE2024 Exhibitor Dashboard – your online exhibitor manual for planning and promoting your participation at the show.
- Complimentary electronic guest pass invitations for your customers and prospects.
- Early access to NPE2024 hotel reservations and suite reservations.
- Twenty-four-hour entrance and perimeter security during the installation, operation, and dismantling periods.
- Carpeting of all aisles within exhibit halls.
- Access to advertising opportunities in the official show directory and other sponsorship and promotional opportunities (additional fees apply).

**Q: If our company has an NPE2021 non-refundable credit, do we still need to submit an NPE2024 exhibit space application and deposit?**

**A:** Yes. All companies must submit an NPE2024 Exhibit Space Application Contract and a 20% deposit to participate as an exhibitor at NPE2024 and be assigned/select a booth on the NPE2024 show floor.

Your company's NPE2021 credit will be applied as a non-refundable credit payment to the company's NPE2024 exhibit space. Deposits and payments due on NPE2024 exhibit space are based on the exhibit space fee total less any payments and/or NPE2021 non-refundable credit applied.

**Example 1:**

- Company A has a \$10,000 NPE2021 non-refundable credit applied to their account.
- The total of Company A's exhibit space fees for NPE2024 is \$22,000.
- The 20% deposit due with the NPE2024 space application totals \$4,400.
- No deposit payment would be required, and the company retains a \$5,600 non-refundable credit which would apply to the next payment due until the credit is depleted.

**Example 2:**

- Company B has a \$2,000 NPE2021 non-refundable credit applied to their account.
- The total of Company B's exhibit space fees for NPE2024 is \$22,000.
- The 20% deposit due with the NPE2024 space application totals \$4,400.
- Company B would be required to submit a deposit payment of \$2,400 with their NPE2024 space application. This amount is 20% of the total exhibit space fees (\$4,400) minus the NPE2021 non-refundable credit (\$2,000).

**Q: What will happen to any remaining balance of our NPE2021 credit once it is applied to the 20% deposit due with the NPE2024 Space Application?**

**A:** The NPE2021 non-refundable credit balance remaining after applying the 20% deposit to the NPE2024 Space Application will remain on your account to be applied to future NPE2024 exhibit space payments due until the entire credit balance is used or the NPE2024 exhibit space fees are paid in full.

**Q: If our company's affiliated divisions exhibit in the same booth for NPE2024, can the affiliated divisions' NPE2021 non-refundable credits be applied to the same booth?**

**A:** Upon confirmation by show management of the company divisions' affiliation, the NPE2021 non-refundable credits for each company/division may be applied to the same booth. Only the company/division contracted as the primary exhibiting company would be listed as an exhibitor and would be eligible to receive a show history designation for NPE2024. The primary exhibiting company may purchase an affiliate listing for the other company division(s) upon confirmation of affiliation and approval by show management. Company divisions with an affiliate listing would be listed as an exhibitor and would be eligible to receive a show history designation for NPE2024.

Please contact [spacedraw@npe.org](mailto:spacedraw@npe.org) to request confirmation of company divisions' affiliation and application of multiple NPE2021 non-refundable credits.

**Q: If our company does not plan to exhibit at NPE2024, would the NPE2021 credit be refunded?**

**A:** No. If your company does not exhibit at NPE2024, the NPE2021 non-refundable credit would be forfeited by the company.

**Q: The space application indicates that exhibit space is available in various technology zones. Can our company select space in one of these zones?**

**A:** To participate in a technology zone, the exhibiting company must complete the following at the time of space application:

- Select the zone, provide a direct company website link to products/services related to the zone, and enter a brief description outlining how the company's display will align with the zone.
- The company may apply for a first, second, and third preference for exhibiting within a zone.
- The company's exhibit at NPE2024 must focus on the zone's category-specific focus.
- All applications for exhibiting in a zone will be reviewed and approved by show management for eligibility to exhibit in the zone.

**Q: Our company is eligible to exhibit in a technology zone, but we would rather exhibit in another location on the NPE2024 show floor. Are we required to exhibit in a technology zone?**

**A:** No. The technology zones are offered as an option to companies which meet requirements to exhibit in the zone upon approval by show management.

**Q: Once we submit an NPE2024 exhibit space application when do we select our booth?**

**A:** All companies will select their booth during our in-person NPE2024 Space Draw event scheduled for February 27 through March 3, 2023, at the Orange County Convention Center in Orlando, Florida. The NPE2024 floor plan with booth layouts will be released on January 10, 2023. Exhibit space is assigned in order of PLASTICS members with the highest NPE show history designation (Member 30) to PLASTICS members with the lowest NPE show history designation (Member 0), followed by non-members with the highest NPE show history designation (Non-Member 30) to non-members with the lowest NPE show history designation (Non-Member 0).

The NPE2024 Space Draw tentative schedule and registration will be available on September 26, 2022. Exhibitors are encouraged to attend the NPE2024 Space Draw event for selection of their exhibit space, to meet with show service providers, attend NPE briefings for marketing and planning your booth, tour OCCO for promotional opportunities, participate in events planned to provide opportunities for networking, and to take advantage of show service discounts offered exclusively during the event. If you cannot attend Space Draw, we offer a Concierge Service, you can appoint an authorized representative, or PLASTICS staff will select space, based on the application. Please contact [spacedraw@npe.org](mailto:spacedraw@npe.org).

**Q: When will the NPE2024 floor plan with booth layouts be released?**

**A:** The NPE2024 floor plan with booth layouts will be released on January 10, 2023.

**Q: When will the NPE2024 Space Draw registration and program schedule be available?**

**A:** The NPE2024 Space Draw event registration and tentative schedule will be available on September 26, 2022.

**Q: How is the exhibit space selection order determined for each category of the NPE2024 Space Draw?**

**A:** The NPE2024 Space Draw Lottery scheduled for December 7, 2022, will determine the space selection order for each NPE show history designation category based on a random selection sequence draw. To be eligible for the Lottery, a company must submit their NPE2024 Exhibit Space Application/Contract along with a 20% deposit on or before December 2, 2022.

Exhibit space is assigned in order of PLASTICS members with the highest NPE show history designation (Member 30) to PLASTICS members with the lowest NPE show history designation (Member 0), followed by non-members with the highest NPE show history designation (Non-Member 30) to non-members with the lowest NPE show history designation (Non-Member 0).

Results of the NPE2024 Space Draw Lottery will be posted on the NPE.org website on or before December 12, 2022. Companies submitting their NPE2024 Exhibit Space Application/Contract and deposits after December 2, 2022, will be placed in the next available position of their show history category based on the order received.

**Q: What are the payment terms for NPE2024 exhibit space fees?**

**A:** The payment terms for NPE2024 exhibit space fees are as follows:

- **February 24, 2023:** 20% payment due on total space fees, less NPE2021 non-refundable credit if applicable, for eligibility to select exhibit space during the Space Draw. *For eligibility in the NPE2024 Space Draw Lottery scheduled for December 7, 2022, the 20% deposit must be received by December 2, 2022.* NPE2024 deposits paid are non-refundable after February 24, 2023, 5PM ET; NPE2021 credits applied are non-refundable.
- **March 31, 2023:** 50% non-refundable payment due on total exhibit space fees, less payments/credits already paid/applied.
- **October 31, 2023:** Non-refundable payment of 100% full balance due.

**Q: What are the cancellation and refund policies for NPE2024 exhibit space?**

**A:** If Company cancels its participation in the NPE2024 Space Draw by Friday, February 24, 2023, at 5:00 PM Eastern Time, NPE2024 deposits paid are refundable, the NPE2021 non-refundable credit applied remains non-refundable. Due to the difficulty of determining and detailing said losses for cancellation after the February 24, 2023, deadline, Company agrees to pay exhibit space fees in accordance with the following schedule if Company cancels participation in the show and/or fails to occupy the exhibit space contracted/assigned:

- a) If Company cancels its participation February 25, 2023, through March 31, 2023: Company shall be obligated to pay 20% of its total exhibit space fees; NPE2021 credits applied are non-refundable.
- b) If Company cancels its participation April 1, 2023 through June 30, 2023: Company shall be obligated to pay 50% of its total exhibit space fees; NPE2021 credits applied are non-refundable.
- c) If Company cancels its participation July 1, 2023 through May 10, 2024: Company shall be obligated to pay the entirety of its total exhibit space fees; NPE2021 credits applied are non-refundable.

If the show is cancelled by Management in whole, as the result of riot, strike, civil disorder, act of war, act of nature, epidemic, pandemic, increased risk of harm or death from infectious disease, acts of terrorism, or any reason of any kind whatsoever not within Management's control, Company shall receive a return of, or relief from paying, 25% of its total exhibit space fees, and shall be obligated to pay 75% of its total exhibit space fees. The Company's NPE2021 credit would be applied as a payment towards the Company's 75% obligation. The parties understand that Company shall still owe 75% of its total exhibit space fees in this instance because space fees are paid in exchange for the services and costs

associated with planning the show and with running the association in addition to the physical space itself. Therefore, if the show is cancelled under this clause, the parties understand that the non-refundable portion of its total exhibit space fees represent consideration for efforts and services already rendered. In all cases, NPE2021 credits applied are non-refundable.

**Q: When will the NPE2024 hotel reservations open?**

**A:** NPE2024 hotel reservations open to exhibitors on July 17, 2023. **Expovision** is the only Official Hotel Reservation Office for NPE2024. Plastics Industry Association (PLASTICS), producer of NPE®, has received several reports of invalid third-party hotel room scammers contacting our attendees and exhibitors. These hotel booking scammers have no affiliation with NPE. Any company requiring full prepayment should be viewed with extreme suspicion. [Click here](#) for more details.

**Q: I was contacted about hotels offering a better rate. Can I book with them?**

**A:** We only recommend booking your housing needs through **Expovision**, our Official Hotel Reservation Office. Other companies that contact you, even if they claim to be with NPE2024, should be avoided and reported to [exhibitorservices@npe.org](mailto:exhibitorservices@npe.org). These third-party hotel booking scammers have no affiliation with NPE2024, and it is highly likely the rooms they offer will not be available upon check-in. Expovision has negotiated the lowest rates in Orlando, FL for NPE2024 and only requires a one-night room rate plus tax deposit. Any company requiring full prepayment, or indicating there is a problem with your reservation, should be viewed with extreme suspicion. We strive to protect our exhibitors from conducting business with room poachers. If you are solicited by any group other than Expovision, or have any questions on validity, please contact [exhibitorservices@npe.org](mailto:exhibitorservices@npe.org).

For questions regarding hotels, please contact:

- NPE2024 Hotel Reservation Office (Expovision)
- Toll Free: (866) 523-0876; Phone: +1 (703) 205-0235
- Email: [hotels@npe.org](mailto:hotels@npe.org)

**Mark Your Calendars!**

**A:** Please mark your calendars with these important NPE2024: The Plastics Show milestone dates:

- **August 15, 2022:** NPE2024 space applications open for submission
- **October 14, 2022:** NPE show history designation challenge deadline
- **December 2, 2022:** NPE2024 space application and 20% deposit due for eligibility in the NPE2024 Space Draw Lottery
- **December 7, 2022:** NPE2024 Space Draw Lottery Results Announced
- **February 27 – March 3, 2023:** NPE2024 Space Draw (in-person event)  
Orange County Convention Center (OCCC), Orlando, FL
- **May 6–10, 2024:** NPE2024: The Plastics Show  
Orange County Convention Center (OCCC), Orlando, FL