

2026

NARPM® CAPITOL SUMMIT

Exhibit Tabletop Registration Information

Washington Marriott at Metro Center | Washington, D.C.
February 17–19, 2026

Tabletop Details

- Your assigned space includes one **6' x 30" draped tabletop** with black linen and **two (2) chairs**.
- Please ensure all materials remain within the **4-foot space behind your table**. Large banners or displays wider than **6 feet** are not permitted.

Set-Up/Tear-Down

- **Tuesday, February 17**
 - » Set-up: **7:00 a.m.–10:00 a.m.** in the **Grand Ballroom Foyer and Salon E**
 - » All tabletops must be fully set by **10:00 a.m.**
- **Wednesday, February 18**
 - » Breakdown may begin **after 5:00 p.m.**

Exhibit Hours

- **Tuesday, February 17:** 10:00 a.m.–5:00 p.m.
- **Wednesday, February 18:** 7:00 a.m.–5:00 p.m.

Food & Beverage / Networking

Tuesday, February 17:

- **Coffee Break:** 10:15 a.m.–11:15 a.m. (Vendor Space)
- **Lunch & Visit with Vendors:** 12:30 p.m. –1:30 p.m. (Salon ABCD & Vendor Space)
- **Coffee Break:** 3:30 p.m.–4:00 p.m. (Vendor Space)
- **Vendor Reception:** 5:00 p.m.–7:00 p.m. (Junior Ballroom)

Wednesday, February 18:

- **Breakfast:** 7:30 a.m.–8:45 a.m. (Salon ABCD)
- **Coffee Break:** 9:45 a.m.–10:20 a.m. (Vendor Space)
- **Lunch & Visit with Vendors:** 12:00 p.m.-1:00 p.m. (Salon ABCD & Vendor Space)
- **Refreshment Break:** 3:00 p.m.–4:00 p.m. (Vendor Space)

Additional Opportunity

- We encourage you to stay for **Day on the Hill** on Thursday and participate alongside attendees.

Hotel Accommodations

If you have not yet secured your room, please book your stay here:

<https://book.passkey.com/e/51092430>

Power

Should you require power, please contact Mcatalla@NARPM.org by 5:00pm Monday, January 19th and directions will be forwarded to you.

Shipping Items

To ship items, please follow the instructions below and NARPM® will bill all applicable charges to you after the conference based on the weight and number of packages.

Each item shall be properly packed and marked with (a) Group's name and contact; (b) the date of the program; and (c) the name of the hotel contact. Packages/ Materials can be sent to hotel no more than (5) days prior to the program. See below:

Michelle Catalla, Feb 16-19, 2026

Washington Marriott at Metro Center

c/o Company/NARPM Capital Summit – *(please make sure to include your company name here)*

ATTN: BRENNA PERRY

775 12th Street NW

Washington DC 20005-3901

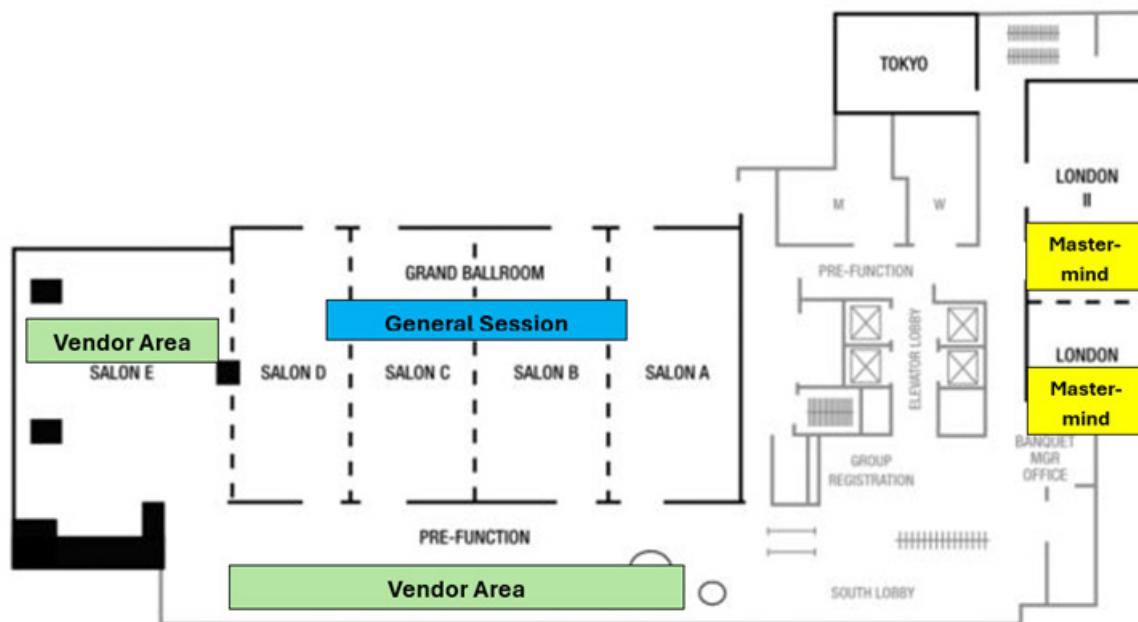
Packages delivered to the hotel are logged by the name and tracking number, then stored in a secured room. Incoming Packages arriving more than 5 days in advance will be assessed a \$10 per day storage fee beginning on the sixth day. All packages will be assessed a fee according to the chart below:

Receiving/Processing	
Package Weight	Handling Fee
Envelope/Letters	Complimentary
Packages Under 5lbs	\$3.00/ea.
6-15lbs	\$5.00/ea.
16-30lbs	\$10.00/ea
31-50lbs	\$15.00/ea
Packages Over 50lbs	\$45.00/ea

All OUTBOUND PACKAGES must have a completed carrier air bill affixed to each package. The hotel does not pack items to be shipped. Shipping services can be provided with applicable fees. Pick-ups are performed daily by all major delivery services (FedEx Express, UPS, and USPS). Any other couriers are to be scheduled by the sender (including the FedEx Ground or Home). Packages being picked up by third party couriers will need to be coordinated and communicated to the Hotel. Outgoing packages that are stored with the shipping department which do not go out within 2 days will be charged a \$10 per day storage fee beginning on the third day.

Hotel Layout & NARPM® Event Locations

BALLROOM LEVEL



3RD FLOOR

