



[Event Home](#)

[Exhibitor Resource Center](#)

[Contacts](#)

[Deadline Checklist](#)

[Rules](#)

[Floor Plan](#)

Dear Exhibitor,

NGAUS 2026 is just around the corner, and we're looking forward to welcoming you to Indianapolis! As the event approaches, now is the time to finalize your plans and complete any remaining tasks to ensure a smooth and successful exhibiting experience.

As you continue preparing for a successful exhibiting experience, we want to share important reminders, deadlines, and resources to help ensure your booth is ready before you arrive onsite.

The Exhibitor Resource Center remains your central hub for all event-related information, including service order forms, exhibitor registration, housing details, sponsorship opportunities, and important show updates. We encourage you to regularly review the Resource Center as we approach the event for the latest information and planning tools.

[EXHIBITOR RESOURCE CENTER](#)

Shepard is the General Service Contractor for NGAUS 2026; [online ordering](#) is available! To assist you in logging into Shepard's service kit, please review the instructions here: [Login Guide for Exhibitors](#)

If you have issues with the Shepard Ordering Portal, please contact: orders@shepardes.com

EVENT OVERVIEW

148th NGAUS General Conference and Exhibition, hosted by NGAUS, will take place August 28-31, 2026, in Indianapolis, Ind.

Indianapolis Convention Center

100 South Capitol Ave

Indianapolis, Ind. 46225

EXPOSITION SCHEDULE

Installation

Wednesday, August 26	12:00 PM - 5:00 PM
Thursday, August 27	8:00 AM - 5:00 PM
Friday, August 28	8:00 AM - 5:00 PM

Exhibit Hours

Saturday, August 29	10:00 AM – 5:00 PM
Sunday, August 30	8:00 AM – 5:00 PM
Monday, August 31	8:00 AM – 12:00 PM

ALL EXHIBITS MUST BE SET BY 5:00 PM ON FRIDAY, AUGUST 28, 2026. After this time, Show Management reserves the right to use any empty space in a way that will complement the overall appearance of the exposition. If you foresee any difficulty meeting this deadline, you must request a variance. Please contact Timothy Sheetz at 571-445-6416 or email timothy.sheetz@spargoinc.com no later than 5:00 PM EST on Thursday, August 20.

Dismantle

Monday, August 31 12:01 PM -11:30 PM

Tuesday, September 1 8:00 AM - 12:00 PM

With respect to fellow exhibitors and attendees on the exhibit floor, no display may be dismantled or packing started before 12:01 PM on Monday, August 31. Please make travel plans accordingly.

EXHIBITOR CHECKLIST

Before you travel to **Indianapolis** for **NGAUS 2026**, take a few moments to ensure you've completed the following:

- Registered all booth staff and assigned exhibitor badges.
- Reserved your hotel accommodations.
- Completed and reviewed your [Online Company Profile](#) for inclusion in the Official Program Guide and Mobile Event App.
- Ordered all necessary exhibitor services through [Shepard](#), including booth furnishings, flooring, material handling, electrical, internet, lead retrieval, and shipping, as needed.
- Reviewed the [Exhibitor Resource Center](#), move-in and move-out schedules, and all targeted move-in instructions.
- Submitted any required forms, including your Certificate of Insurance (COI), Exhibitor Appointed Contractor (EAC) documentation (if applicable), and [Large Equipment Declaration Form](#) (if applicable).
- Shared important event information, schedules, and logistics with your booth staff.

Completing these items before you arrive in Indianapolis will help you avoid unnecessary delays and late-order pricing while ensuring your team is fully prepared for a successful NGAUS 2026.

REGISTRATION & HOUSING

Registration

Exhibitor registration is now open! Use the Event Portal to register your staff.

1. Login to your [Event Portal](#)
2. Go to the “Exhibitor Dashboard”
3. Click on “Register for Badges”

For questions, please contact ngausregistration@spargoinc.com or call 888-581-3791.

Housing

Don't Wait — Official NGAUS 148th General Conference & Expo hotel rooms are limited!

Rooms in the official block are in high demand and sell out quickly.

Reserve early to lock in your rate and location!

?? [Reserve a room](#) today for best rates and availability!

?? Deadline to Book: **Monday, July 27, 2026. At 12:00 p.m. ET**

For questions, contact [NGAUS Housing](#) or call 888-581-3791.

CERTIFICATE OF INSURANCE (COI) REMINDER

All exhibitors and Exhibitor Appointed Contractors (EACs) are required to provide a valid Certificate of Insurance (COI).

Submission Deadline: July 31, 2026

Submit COIs to: HR.FINANCE@NGAUS.ORG

Insurance Options

Exhibitors and EACs may obtain coverage through:

- Their own insurance carrier; or

- ExhibitorInsurance.com

Failure to submit a compliant COI by the deadline may impact exhibitor move-in and contractor access.

Coverages should include Commercial Liability, Auto Liability, Umbrella Liability, and Workers Compensation, and Employer's Liability, all with a limit of \$1M each.

The certificate holder should be identified as:

National Guard Association of the United States, Inc.,

One Massachusetts Avenue, NW,

Washington, DC 20001.

Exhibitor Appointed Contractor (EAC) Reminder

Exhibitors planning to utilize an Exhibitor Appointed Contractor must submit their EAC Intent through the [Shepard Exhibitor Services](#) website.

Early submission is encouraged to allow sufficient time for review and approval before move-in.

LEAD RETRIEVAL SOLUTIONS

Maximize Your ROI with NGAUS 2026 Lead Retrieval

Turn booth traffic into qualified sales opportunities with [Capture!, Powered by SPARGO](#), the official lead retrieval provider for NGAUS 2026 whether you choose the AI-powered [SMART CAPTURE! AI Mobile](#) solution, the [CAPTURE! Mobile App](#), or the dedicated CAPTURE! Handheld. With a handheld device, you'll be able to capture attendee information, qualify prospects, take notes instantly, and export leads for immediate follow-up. New for 2026, SMART CAPTURE! AI Mobile provides real-time lead scoring and company insights, helping your team identify high-value prospects and prioritize sales opportunities while still on the show floor.

Learn more and place your order at order.spargocapture.com.

QUESTIONS? Contact us at email: captureleads@spargoinc.com

IMPORTANT DATES & DEADLINES

Date	Deadline	Action
July 30	Advance Warehouse Opens	Shipping Information
July 31	Submit COI	Submit COI to HR.FINANCE@NGAUS.ORG
August 3	Shepard Discount Deadline	Shepard Exhibitor Service Kit
August 11	Discount Deadline for ICC Utilities	Order electrical via ICC Utilities
August 14	Discount Deadline for SMARTCITY	Order Internet for your booth
August 21	Advance Warehouse Deadline	Shipping Information
August 26	Direct to Show Site Delivery begins	Shipping Information
August 26	Exhibitor Move-In Begins	12:00 - 5:00 PM
August 28	All exhibit space must be set	Set by 5:00 PM

VENDOR SERVICES

Here you will find the [Exhibitor Resource Center](#). In it, you will find all the information you need to have a successful experience at this event - from service order forms to vital information

regarding registration, housing, and support opportunities. It also includes information on available discounts of booth services if ordered by the advance deadline rate. This helps you to save money and for all to better plan equipment needs and labor schedules, resulting in a smooth operation and successful experience.

List of official contractors:

- **SPARGO, Inc.** (Exhibit Sales, Housing, Registration, Lead Retrieval and Management)
- **Shepard Convention Services** (General Service Contractor, Audio Visual)
- **SmartCity Networks** (Internet)
- **ICC Utilities** (Electrical & Utilities)
- **Sodexo** (Catering)

CONTACT US!

Exhibit Management

Timothy D Sheetz, CEM

Exhibit Operations Manager

571-445-6416

timothy.sheetz@spargoinc.com

Exhibit & Partner Opportunities

SPARGO, Inc.

Attn: Exhibit & Partnership Management Team

703-995-2567

ngausexhibits@expo.spargoinc.com

Exhibit Space Payments/Invoices

SPARGO, Inc.

Attn: Exhibit Finance

800-564-4220

703-631-6200

exhibitorservices@spargoinc.com

Registration & Housing

SPARGO, Inc.

Attn: Customer Service

571-549-4512

Registration:

NGAUSregistration@spargoinc.com

Housing: NGAUSHousing@spargoinc.com