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Dear Exhibitor,

As we continue preparations for the **NGAUS 2026**, the NGAUS exhibits team wants to ensure that you are aware of the important deadlines and action items. Please review the information below and complete any outstanding tasks as soon as possible.

The [NGAUS 2026 Exhibitor Resource Center](#) remains your primary source for exhibitor information and resources. Within the Resource Center, you will find everything needed to prepare for a successful event, including service order forms, registration and housing information, exhibitor rules and regulations, sponsorship opportunities, and important deadlines.

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](#)

EVENT OVERVIEW

NGAUS 2026, 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

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 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.

COMPLETE YOUR ONLINE PROFILE

Every NGAUS 2026 exhibiting company receives a complimentary online company listing within the official exhibitor directory and mobile event app.

Your company profile is one of the primary resources attendees use when researching exhibitors before, during, and after the event. An updated profile helps increase visibility, improve attendee engagement, and drive traffic to your booth.

To Update Your Company Listing:

1. [Log in to your NGAUS 2026 Exhibitor Portal.](#)
2. Select "[Edit Your Company Listing.](#)"
3. Update your:
 - Company description
 - Product and service categories
 - Contact information
 - Website links
 - Company logo
 - Product information
 - Press releases and marketing materials

Completing your profile ensures attendees can easily discover your organization and learn about the solutions you offer.

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

[Housing](#) is now open.

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

SPARGO, Inc is the official housing vendor for NGAUS 2026. We do not endorse or have a relationship with any other housing service.

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
ASAP	Booth Staff Registration	Register staff
ASAP	Online Profile Listing	Update Profile
June 30	Large Equipment Declaration	Submit Your Booth's Large Equipment
June 17	Certificate of Insurance (COI) Due	Send COI to hr.finance@ngaus.org
July 30	Advance Warehouse Opens	Shipping Information
August 3	Shepard Discount Deadline	Shepard Exhibitor Service Kit

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)

YOUR EXHIBIT DETAILS

Exhibit Management

Timothy D Sheetz, CEM

Exhibit Operations Manager

571-445-6416

timothy.sheetz@spargoinc.com

Exhibit Space Payments/Invoices

SPARGO, Inc.

Attn: Exhibit Finance

800-564-4220

703-631-6200

exhibitorservices@spargoinc.com

Exhibit & Partner Opportunities

SPARGO, Inc.

Attn: Exhibit & Partnership Management Team

703-995-2567

ngausexhibits@expo.spargoinc.com

Registration & Housing

SPARGO, Inc.

Attn: Customer Service

571-549-4512

Registration:

NGAUSregistration@spargoinc.com

Housing: NGAUSHousing@spargoinc.com