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Dear Exhibitor,

Welcome to **NGAUS General Conference & Exhibition (NGAUS2026)** and thank you for your company participation. The NGAUS Exhibits Team is here to help you get the most out of your investment and answer any questions that you have while preparing for the event.

We are pleased to announce the launch of the [Exhibitor Resource Center](#). In it, you will find all of the exhibitor information you need to have a successful experience at this event - from service order forms, to important information with regard to 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.

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 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 5pm 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.

YOUR EXHIBIT DETAILS

[Click here](#) to view your booth location.

Items included with your standard booth:

- 8' high drapery backwall (Black)
- 3' high drapery sidewall (Black)
- 7" x 44" booth identification sign (Company Name & Booth Number)
- Category A or B Booths: Two (2) Exhibitor registrations per 100 square feet
- Category C or D Booths: One (1) Exhibitor registration per 100 square feet
- Printed Program Listing
- Basic Online Listing (Within Interactive Exhibitor List & Event Mobile App).

YOUR EXHIBIT DETAILS

In the Event Portal, you'll have access to complete your online company listing, view/pay invoice and register staff. To create an account in the Event Portal, please follow the instructions below.

Create Your Account

1. Go to <https://ngaus26.myexpoonline.com/home>
2. Click the "Login" button
3. Enter your email address and click the "Forgot Password/First Time Logic" button
4. Enter your email address in the new window and click Submit.
5. You will receive an automated email from Community Admin (noreply@personifyauth.com) to reset your password. Click the Reset Password link in that email.
6. Create your password and click Reset Password.
7. Return to the [login page](#) at and login with your email and new password.

Complete Your Online Company Listing

1. Login to your [Event Portal](#)
2. Click on the "Edit Your Company Listing & View/Pay Invoice" button.
3. Add your company information, products and press release(s).

View/Pay Invoice

1. Login to your [Event Portal](#)
2. Click on the "Edit Your Company Listing & View/Pay Invoice" button.
3. Click on the "View and Pay Invoice" in the top left corner.

Exhibitor Registration

1. Login to your [Event Portal](#)
2. Go to the Exhibitor & Sponsor Dashboard page

Click the "Register for Badges" link

VENDOR SERVICES

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

Registration & Housing

SPARGO, Inc.

Attn: Customer Service

571-549-4512

Registration:

703-631-6200

exhibitorservices@spargoinc.com

NGAUSregistration@spargoinc.com

Housing: NGAUSHousing@spargoinc.com