

NIA Fall Summit 2026

Tabletop Exhibit Sponsor Policies & Guidelines

1. Overview

NIA's 2026 Fall Summit now offers a Tabletop Exhibit sponsor opportunity, which is open to all NIA member types. This event has been requested by the membership, and NIA is excited to offer this Tabletop opportunity every other year. The Tabletop Exhibit will take place on Thursday, October 29, 2026, from 12:45 to 2:45 p.m. alongside a reception-style lunch.

2. Eligibility

- Open to all NIA member types.
- Limited to one table per company.
- Only registered individuals may staff the exhibit table. The sponsorship includes one complimentary Fall Summit registration; additional staff the table must register separately.
- As with all NIA events, exhibitors and attendees should refrain from discussing pricing, market allocation, or other competitively sensitive topics with competitors while on-site, and by participating you agree to [NIA's Anti-Trust Policies](#).
- Tables are assigned on a first-come, first-served basis—space is limited, and early registration is strongly recommended.

3. Exhibit Guidelines

- **Signage:** One pop-up banner is allowed in addition to NIA-provided table signage. Maximum banner size: 33.5 in. wide x 80 in. tall.
- **Materials & Products:** Sponsors may display company materials and products at their table.
- **Raffles:** One raffle item per sponsor and at your table is allowed, capped at \$500 in value. All raffle items require advance NIA approval by NIA. Information on your raffle item can be sent to events@insulation.org by September 30, 2026.

4. General Sponsorship Guidelines & Policies

Signage and Material Requirements

- Samples, literature, displays, etc. should be confined to the tabletop. Samples, literature, displays, etc., must fit on your table and should relate directly to your product and to the insulation industry. Any products or services displayed or promoted at the table must belong to the sponsoring member company.
- Small promotional items are not allowed to be displayed on the Tabletop or passed out to attendees.
- Pop-up banners and table displays must meet the size limits (max 33.5 in. W x 80 in. H for banners).
- Any printed handouts or additional signage should be provided print-ready by the sponsor; printing costs are the sponsor's responsibility.

- Materials must not contain false or misleading claims or violate applicable laws or industry regulations.
- Materials referencing non-member companies, products, or services will not be accepted.
- NIA reserves the right to reject any material deemed inappropriate, inaccurate, or inconsistent with NIA's mission or its Publications C-3 Policy.
- Use of NIA's name, logos, or event branding must be pre-approved. Sponsors may not imply endorsement by NIA unless explicitly granted in writing.

On-Site Conduct and Logistics

- Tables must remain staffed and set up for the full duration of the exhibit period (Thursday, October 29, 2026, 12:45–2:45 p.m.).
- Exhibitors must follow all on-site instructions from NIA staff regarding table setup, breakdown, and timing.
- Exhibitors will be able to set up their Tabletop on the following dates/times:
 - Wednesday, October 28th (5:00-7:30 p.m.)
 - Thursday, October 29th (7:00-9:00 a.m.)
- Exhibitors can break down and pack up their Tabletop materials on the following date/time:
 - Thursday, October 29th (6:30-8:00 p.m.)
- Shipment of supplies for the meeting can be made with the MGM National Harbor. [Click here for more information](#). The MGM National Harbor charges storage and handling fees, any fees associated with the shipment are the responsibility of the sponsoring company.
- Sponsors are responsible for ensuring any physical materials (banners, raffle items, table displays) arrive on-site and are ready by the start of the exhibit period.
- Electrical connection or additional Audio Visual equipment is available for additional fee and prior arrangements must be made with Encore. Please make all AV arrangements prior to October 15th.

Here is [more information](#), or you can follow the steps below:

- Visit - [Encore EventNow](#)
- Search Events “2026 NIA Fall Summit Meeting”
- Choose options and submit payment through the online form.

Photography and Recording

- NIA may photograph or record the event, including exhibit tables and sponsor representatives, for use in future marketing and promotional materials.
- Photography and recording are limited to your own table/booth area. Exhibitors may take photos and video of their own table, signage, products, staff, and materials for their own marketing use.

Cancellation and Liability

- All Tabletop Exhibit reservations are final. Once a table is booked, it cannot be canceled, and no refunds will be issued. Since table space is limited and assigned on a first-come, first-served basis, reservations also cannot be postponed or credited to a future event.

- Sponsors are responsible for the security of their own materials, products, equipment, and valuables. NIA will not be liable for damage or loss to exhibitor property through theft, fire, accident, or any other cause.
- NIA does not assume liability for any injury to exhibit visitors, exhibitors, their employees, or others during the exhibit, set-up, or dismantling periods.

5. Contact

If you have any questions please reach out to NIA at events@insulation.org or by calling 703-464-6422.