

NPCA Annual Convention Meeting Room Requirements

Function Type	Setup	Guests
TUESDAY		
Office	Conference	16
Storage	Flow Through	
Pre Convention Meeting	Conference	18
WEDNESDAY		
Office	Conference	16
Storage	Flow Through	
Executive Committee Meeting (nice room with windows and high ceilings)	Conference	16
Board of Directors Meeting with Lunch (nice room with windows and high ceilings)	U-shape	24
Registration and Silent Auction setup	Special	70
Exhibits setup	60 Table Tops	250
General session setup	Rounds w/ stage	250
NPCAF Board of Directors Meeting	U-shape	24
Unique reception and dinner area for Board Members and spouses	Rounds of 8	32
THURSDAY		
Office	Conference	16
Storage	Flow Through	
Continental Breakfast near Education Classrooms	Flow Through	100
Registration and Silent Auction	Special	70
Welcome Reception and Exhibits	Rounds of 8, 40 - 60 Table Tops	250
Associates' Forum Breakfast	Rounds of 8 or 10	125
Keynote Lunch	Rounds of 8 or 10	225
Education	Theater Style	80
Education	Theater Style	80
Education	Theater Style	80
Education	Theater Style	80
Education	Theater Style	100
Education	Theater Style	100
Afternoon Tea	Lounge	50
General session	Rounds w/ stage	250

Function Type	Setup	Guests
FRIDAY		
Office	Conference	16
Storage	Flow Through	
Plant Tour Breakfast	Flow Through	200
Registration and Silent Auction	Special	70
General session	Rounds w/ stage	250
Exhibits, Reception and	40 - 60 Table	250
SATURDAY		
Office	Conference	16
Storage	Flow Through	
Registration and Silent Auction	Special	70
Committee Meeting	U-shaped, max gallery	25
Committee Meeting	U-shaped, max gallery	25
Committee Meeting	U-shaped, max gallery	25
Committee Meeting	U-shaped, max gallery	25
Committee Meeting	U-shaped, max gallery	25
Committee Meeting	U-shaped, max gallery	25
Committee Meeting	U-shaped, max gallery	25
General Session (Business Breakfast, Awards Lunch and Evening Banquet)	Rounds of 8	250
Education TBD	Theater Style	80
Education TBD	Theater Style	80
Chairman's Afterglow	Lounge	100
SUNDAY		
Office	Conference	16
Storage	Flow Through	
Registration and Silent Auction Teardown	Special	1