
2026 NFDA International Convention & Expo

Charlotte, NC

Policy: Affiliate & Exhibitor Functions Involving Convention Attendees

To ensure that all attendees may fully participate in official NFDA convention programming, affiliates and exhibitors are kindly asked to refrain from hosting functions which include, but are not limited to, meetings, seminars, receptions, facility tours or open houses during the following dates and times:

Sun, Oct. 25	8:00 AM – 7:30 PM
Mon, Oct. 26	8:00 AM – 5:00 PM
Tue, Oct. 27	8:00 AM – 5:00 PM
Wed, Oct. 28	8:00 AM – 1:30 PM

There are no restrictions as to when affiliates and exhibitors may hold a function that does not include convention attendees, i.e., business meetings involving organizational staff, sales staff, etc.



**2026 NFDA
International Convention & Expo**
Charlotte, NC
October 25–28
Affiliate/Exhibitor Meeting Space Request

Dear Colleague,

The NFDA Meetings Department is ready to help you secure meeting space in Charlotte, NC.

If you require meeting space at the Charlotte Convention Center Sunday, October 25th, 2025 – Wednesday, October 28th, 2026, review the document [Policy: Affiliate & Exhibitor Functions Involving Convention Attendees](#) for guidelines. Email any questions or complete and email the document [Affiliate/Exhibitor Meeting Space Request Form](#) to me at kklemens@nfda.org. Meeting space is assigned on a first come, first served basis, and is based upon NFDA approval.

Limited complimentary meeting space is available. After that the Charlotte Convention Center may offer space with a rental cost. You are responsible for all charges related to your meeting.

Email confirmation will be sent to the contact noted on the Meeting Space Request Form within two weeks of receipt by NFDA. All approved requests will be forwarded to the Charlotte Convention Center at which time they will contact you to begin planning your event and establish payment.

Thank you for your support and see you in Charlotte.

Kristi Klemens
Director – Convention, Events and Meetings
NFDA
13625 Bishop's Drive
Brookfield, WI 53005
KKlemens@nfda.org
www.nfda.org

**2026 NFDA International Convention & Expo, Charlotte, NC
Affiliate/Exhibitor Meeting Space Request Form**

Meeting space is assigned on a first come, first served basis.





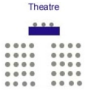


CONTACT INFORMATION

Contact Name		Title	
Company Name			
Phone		Fax	
Email			

EVENT DETAILS

Event Name				
Event Day/Date	Monday, Oct 26th	Tuesday, Oct 27th	Wednesday, Oct 28th	Other:
Event Start/End Time				
Type of Event	Business Mtg.	Reception	Other:	
On-site Contact	Name:		Cell #	

ROOM SET UP — Check set-up type

						
Conference	Hollow Sq.	U-Shape	Classroom	Theatre	Rounds	Reception
Stage: Yes No	Stage Size:	Podium:	Other:			

MEETING DETAILS

Estimated # of Attendees				
Meeting Requirements (check all that apply)	Audio Visual	Internet	Food & Beverage	Other
Special Instructions				
Additional Notes				

Email this form to the NFDA Meetings Department: Kristi Klemens, kklemens@nfda.org

Meeting Related Charges: All charges are the responsibility of the requesting company or organization including, but not limited to, room rental, room set changes, food and beverage, delivery, set-up, audio visual, internet, electric services, and other meeting related charges.

Please sign to acknowledge that you have read and understand the above statement.

Signature		Date	
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For Administrative Use Only

NFDA	Approved	Denied	Date:	
Name:	Signature:			
Comments:				