

## NACPA 2026 EXHIBITOR PACKET

### NACPA 2026 FAITH AT WORK - THE LOEWS, NEW ORLEANS HOTEL, NEW ORLEANS, LOUISIANA

Questions: please contact Jessica Randazzo at [jrandazzo@nacpa.org](mailto:jrandazzo@nacpa.org) 703-297-6252

### PLANNING YOUR 2026 SHOW

We know you join us in our jubilation of holding convocation in the home of The Archdiocese of New Orleans! All sessions and evening events will be held at the **Loews Hotel**. This central location affords us the ability to walk to Bourbon Street, the Riverwalk Outlets, the Mighty Mississippi River, and the Canal Street Ferry with only a short 5-minute drive, or [15 minutes on the RTA](#), to Jackson Square and the [St. Louis Cathedral](#).

### **WHO YOU CAN CONNECT WITH AT NACPA 2026**

#### **\* ANY WHO WORK IN HR RELATED FIELDS FOR THE CATHOLIC CHURCH, INCLUDING: \***

- Chancellors / CEOs
- Arch/Diocesan HR Directors & Associates, Business & Finance Managers
- Religious Community HR Directors & Associates, Business & Finance Managers
- Parish HR, Business Managers & Administrators
- Pastors
- Principals / Heads of School
- Catholic Cemetery Associates
- Risk Management

**LOOK FOR THE FIRST RELEASE OF THE ATTENDEE LIST THE FINAL WEEK OF FEBRUARY 2026**

### EACH EXHIBITOR RECEIVES

One 6' skirted table, two chairs, full participation in program event offerings for two representatives; including Sunday: Opening Liturgy, followed by the Sunday Social and Opening Ceremony; Monday: Morning Prayer, Mass, Plenary and 5PM Happy Hour (Drink Ticket); Tuesday: Morning Prayer, Mass, Plenary and the Evening Social (Drink Ticket) and Closing Awards Banquet.

*\*Exhibitor Representatives are only allowed to attend breakout sessions of colleagues or partner clients with their approval.*

### 2026 ACCOMMODATIONS

All events and sessions (aside from Sunday Opening Liturgy and the morning Brunch Cruise) will be held at the beautiful [Loews Hotel in downtown NOLA](#), located in the heart of the city.



APRIL **19-21** 2026  
**LOEWS HOTEL** 300 POYDRAS ST  
 NEW ORLEANS, LA  
 NACPA ROOM BLOCK RATE \$199/NIGHT

[Click to book your accommodations within the NACPA Block Rate of \\$199/night](#)

- Rooms available to book between, April 17 - Thursday, May 1, 2026
- **APR 4 - ROOM BLOCK CLOSES** – Accommodations: All exhibitors must book their own rooms.



## 2026 SHIPPING INSTRUCTIONS

Materials can be sent to the hotel to arrive Thursday, April 16.

Please address all materials as:

**Loews, New Orleans Hotel**

Exhibitor: **Your Company Name**

c/o NACPA

**300 Poydras Street**

**New Orleans, LA 70130**

**Up to 5 boxes are allowed gratis. After 5 a \$25/box will be invoiced by the hotel.**

- **Return Shipping:**
  - **PLEASE PACK YOUR TEAM'S OWN PACKING TAPE FOR RETURN SHIPPING**
  - **PLEASE PACK YOUR TEAM'S prepaid shipping labels for your return shipping.**
  - You will need to place a call on 4/21 to your shipping provider to schedule the pickup.
  - The Exhibit Hall will begin to break down officially at 2:30 PM on Tuesday, After the second breakout sessions of the day begin.
- **Do not plan to print anything at the hotel - Jillian and Jessica will not have access to a printer.**

### **EXHIBIT HALL CHECK IN:**

**SUN – APR 19, 12 PM – 2:00 PM**

- Check in at the NACPA Main Desk, in the Exhibit Hall
- Exhibit Booth assignments will be released upon check-in
- We will connect you with your shipped materials as they will be locked in our onsite office.
- Exhibitors are not allowed to procure a table without specific authorization from Jessica Randazzo or Jillian Green. If a booth is setup before this time, the booth will be dismantled and materials stowed in the locked NACPA office until the proper time. NACPA will not be held responsible or liable for any missing or damaged items due to this process.
- **All boxes need to be retrieved by 2:00 PM, the room will be locked and unavailable after this time.**
- You are welcome to continue to setup after this time, once your materials have been retrieved.

## **EXHIBIT HALL HOURS**

Exhibit Check In: Sun 12 - 2 PM All boxes need to be retrieved by 2 PM on Sunday, April 19<sup>th</sup>. The staff will begin Attendee check in at 2:30 and will be unavailable until after the evening Social. The office will also be locked.

- Mon 7:00 AM - 5:30 PM (Exhibit Hall Social Mon Evening 5 - 5:30 PM)
  - **FYI – The highest rate of traffic and some of the best quality interactions your team will have will be during the first morning breaks, following the Opening Plenary – 10:30 -11:30**
- Tue 7:00 AM - 2:45 PM (Exhibit Hall Closes after second concurrent sessions begin after lunch, and pack up may begin for exhibitors)

**----- PLEASE NOTE IMPORTANT EXHIBITOR TIMES IN RED -----**

**YOUR BOOTH MUST BE STAFFED BEGINNING AT 7 AM ON MONDAY AND TUESDAY AND REMAIN SO THROUGHOUT ALL TIMES ATTENDEES ARE NOT IN THEIR SESSIONS.** ATTENDEES COMPETE WITH AN *EXHIBITOR BINGO CARD* TO COLLECT SIGNATURES. COMPLETED CARDS ARE SUBMITTED FOR PRIZES RAFFLED AT THE TUES AWARDS BANQUET.



**FOLLOW YOUR NOLA**

Network. Ongoing Learning. Achievement.

APRIL 19, 20, 21  
NEW ORLEANS, LA



SUNDAY	MONDAY	TUESDAY
10:30 - 12:30 Queen Creole River Boat, Jazz Brunch Cruise <b>1 - 3 PM NEW SESSION!</b> <b>A Church HR Beginner's Guide</b> 3:15 (30) New Member Orien. 3:45 (30) HR Certificate Reunion <b>5 PM Opening Liturgy</b> <i>Offsite, Transport Provided</i> <b>6:15 PM Social &amp; Opening Ceremonies</b>	7:00 - 8:30 Breakfast - Exhibit Hall 7:00 - 7:30 Daily Liturgy 7:30 - 8:00 BREAK 8:00 - 8:30 Morning Prayer 8:30 - 8:45 BREAK <b>8:45 - 10:30 Opening Plenary</b> 10:30 - 11:30 BREAK/Exhibit Hall <b>11:30 - 1:00 3 Concurrent Breakouts</b> 1:00 - 2:30 Member Lunch/NACPA Meeting 2:30 - 2:45 BREAK/Exhibit Hall <b>2:45 - 4:15 3 Concurrent Breakouts</b> 5:00 - 5:30 <b>Thank You New Orleans Happy Hour</b>	7:00 - 8:30 Breakfast - Exhibit Hall 7:00 - 7:30 Daily Liturgy 7:30 - 8:00 BREAK 8:00 - 8:30 Morning Prayer 8:30 - 8:45 BREAK <b>8:45 - 10:30 Opening Plenary</b> 10:30 - 11:30 BREAK/Exhibit Hall <b>11:30 - 1:00 3 Concurrent Breakouts</b> 1:00 - 2:30 Free Time, Lunch not provided 2:30 - 4:00 <b>3 Concurrent Breakouts</b> 4:00 - 4:15 BREAK/Exhibit Hall 4:15 - 5:45 <b>3 Round Tables (Hot Topics)</b> 2:30 Exhibit Hall Closes 5:45 Sessions Conclude 5:45 - 6:30 Break 6:30 - 7:00 Social 7:00 - 9:00 Closing 2026 Awards Banquet 9:30 - 11 PM Karaoke Party - Onsite



**19-21 APRIL 2026 LOEWS HOTEL**

NACPA ROOM BLOCK RATE \$199/NIGHT  
 300 POYDRAS ST, NEW ORLEANS  
[www.NACPA.org](http://www.NACPA.org)

**Bold Red:** Please be present in the hall / **GREEN:** It is suggested to be in the hall.

SUN April 19

- TOUR 10:30 AM – 12:30 PM - Queen Creole River Boat Jazz Brunch / Tour (\$80) (close walk to hotel)
  - **12 PM – 2 PM EXHIBITOR CHECK IN AT THE NACPA MAIN DESK ---- SETUP ALLOWED THROUGH 4**
- NEW! 1 PM – 3 PM *Sunday Stand-Alone Session* (Attendees of this session will receive Badges/Totes)  
*Beginners Guide to Church Terminology and Governance Structures*
- **BREAK 15 Min**
- **2:30 PM – 4:00 PM Attendee Check in at the NACPA Main Desk**
- 3:15 – 3:45 PM (30 Min) New Member Orientation - Open to New to NACPA and First-Time Attendees – Come meet the NACPA Board.
- 3:45 - 4:15 PM (30 Min) HR Certificate Program Alumni Reception (same room as orientation)
- **4:15 PM & 4:40 PM Meet in the Lobby for Transportation to Opening Liturgy (two separate departures)**
- 5 PM Opening Liturgy at the [The Jesuit Church of the Immaculate Conception](#)
- 6 PM Meet transportation to return to Loews Hotel
- **6:15 PM OPENING CEREMONY/HAPPY HOUR & APPETIZERS, EXHIBIT HALL (1 HOUR)**

**Bold Red:** Please be present in the hall / **GREEN:** It is suggested to be in the hall.

**MON April 20**

- **7 – 8:30 AM BREAKFAST IN THE EXHIBIT HALL / EXHIBIT HALL OPENS 7 AM**
- 7 – 7:30 AM Daily Liturgy
- **BREAK 7:30 – 8 AM EXHIBIT HALL/BREAKFAST**
- 8 – 8:30 AM Morning Prayer
- **BREAK 15 Minutes EXHIBIT HALL/BREAKFAST**
- **8:45 – 10:30 AM Opening Plenary – Fr. Philip Larrey – AI and HR and the Catholic Workplace**
- **10:30 AM – 11:30 AM MORNING BREAK / EXHIBIT HALL / (BINGO SHEET TIME!)**
- **11:30 – 1:00 PM Concurrent Breakout Sessions (three) (100/5)**
- **BREAK 15 Minutes**
- 1:15 – 2:30 PM NACPA Member Business Lunch (off-site lunch options are walkable for Exhibitors)
- **BREAK 2:30 – 2:45 PM**
- **2:45 – 4:15 PM Concurrent Breakout Sessions (three) (200/5)**
- **BREAK 15 Minutes**
- **4:30 – 5 PM EXHIBIT HALL IS OPEN**
- **5:00 – 5:30 PM THANK YOU SALT LAKE CITY HAPPY HOUR, IN EXHIBIT HALL (30 MIN)**

**TUE April 21**

- **7 – 8:30 AM BREAKFAST IN THE EXHIBIT HALL / EXHIBIT HALL OPENS 7 AM**
- 7 – 7:30 AM Daily Liturgy
- **BREAK 7:30 – 8 AM EXHIBIT HALL/BREAKFAST**
- 8 – 8:30 AM Morning Prayer
- **BREAK 15 Minutes**
- **8:45 – 10:30 AM Opening Plenary**
- **10:30 AM – 11:30 AM MORNING BREAK / EXHIBIT HALL / (BINGO SHEET TIME!)**
- **11:30 – 1:00 PM Concurrent Breakout Sessions (three) (300/5)**
- LUNCH 1:00 – 2:30 PM Free Time / Lunch (not provided, offsite options available)
  - Recommendation to be at your booth from 1-1:15 or until hall dies down
- **2:30 EXHIBIT HALL CLOSES (EXHIBITORS MAY BEGIN TO BREAK DOWN ONCE 400 SESSIONS BEGIN)**
- **2:30 – 4:00 PM Concurrent Breakout Sessions (three) (400/5)**
- **BREAK 4:00 – 4:15 PM**
- **4:15 – 5:45 PM Concurrent Breakout Sessions/Roundtables/Live OnDemand Sessions (three) (500/5)**
- **BREAK 45 Minutes**
- **6:30 PM Social (30 Min)**
- **7 PM Closing Awards Banquet (2 Hrs) -MUST RSVP BY APRIL 1-**
- **9:30 PM - 11PM Karaoke Afterparty (onsite)**

Visit [www.nacpa.org/convocation](http://www.nacpa.org/convocation) for updated programming and full information.



## EVENTS

Please join us, as you are able, for the Sunday Liturgy, Opening Ceremonies, the Monday afternoon Happy Hour, and the Tuesday Closing Awards Banquet. *At our Closing Awards Banquet, we also take the time to reflect on the week, thank our exhibitors and sponsors and raffle prizes to attendees who have completed the famous Exhibitor Bingo Card (See 2024 Card). If your organization would like to contribute prizes, you can give them at the NACPA desk. Gift cards have been submitted in any denomination from \$50-\$500.*

### Exhibitor/Sponsorship Rules and Regulations

- Exhibitors are responsible for booking their own hotel rooms, even if you are also a presenting speaker.
- **While NACPA and its membership is thankful for support in any denomination, vendors wishing to attend NACPA Convocation must purchase an Exhibit Booth to gain admittance.**
- Providing non-exhibiting sponsorship does not permit representatives of organizations to attend any part of NACPA Convocation, including events.
- *Exhibitor Representatives are only allowed to attend breakout sessions of colleagues or partner clients with their approval.*
- *Only Exhibiting Vendors will receive the NACPA Attendee Contact List – Off-site Sponsors do not receive the contact list.*
- Exhibit Booth assignments will be released upon check-in and we will connect you with your shipped materials.
- **You are not allowed to procure a table space in the hall for yourself** without specific authorization from Project Managers Jessica Randazzo or Jillian Green. If a booth is setup before this time, the booth will be dismantled and materials stowed in the locked NACPA office until the proper time. NACPA will not be held responsible or liable for any missing or damaged items due to this process.

### **CANCELLATION POLICY**

NACPA 2026 Attendee Reservations may be canceled with a refund of fees paid less \$700 upon receipt of cancellation prior to March 1, 2026. Due to contractual and other commitments made by NACPA, no refund will be made for cancellations received after March 1, 2026.

**\*\*\*By registering as a NACPA 2026 Exhibitor and or Sponsor, you agree to these terms and conditions.**