
DATES, DEADLINES AND GUIDELINES

nacfc26
ATLANTA

OUR PRINCIPLES

The CF Foundation is committed to the highest standards of conduct, integrity, ethical behavior, and compliance in all that we do. We are guided by the following principles to ensure consistent and clear application of these standards:

- **Mission Focus** - The needs of people with CF are at the heart of all that we do.
- **Transparency** - We value the trust that our community has instilled in us.
- **Compliance** - All interactions are conducted in compliance with regulatory guidelines as well as our own internal standards for ethical behavior and integrity.



DATES & DEADLINES

The following dates are subject to change at the sole discretion of NACFC.

2026 DATES & DEADLINES FOR EXHIBITORS

MAY	NACFC 2026 Exhibitor & Supporter applications open
JUN	Registration & Housing opens
AUG 5	Group/Exhibitor Housing Request Deadline *
AUG 25	Group Blocks without names and credit card deposits released *
AUG 31	Due: Island booth renderings for approval Due: Company descriptions & logos (.jpeg or .eps file required)
SEP 11	Deadline to cancel/downsize exhibit and support opportunities Deadline to submit Exhibitor & Supporter applications Due: Graphics & marketing materials for approval
SEP 16	Deadline to submit F&B and early move-in requests
SEP 23	Deadline to reserve individual housing for NACFC Deadline to claim/cancel conference registration(s)
OCT 7-10	NACFC 2026

** Please reference the NACFC Exhibitor Housing Block policy*

EXHIBITOR GUIDELINES

INSTALLATION & DISMANTLE

Installation

Tuesday, October 6 9:00 a.m. - 5:00 p.m.

- Exhibitors with more than 300 sq. ft. of booth space who require early move-in on Tuesday, October 6 must submit a written request and booth renderings to NACFC Show Management by August 31, 2026.

Wednesday, October 7 8:00 a.m. - 8:00 p.m.

- All empty crates must be labeled by 5:00 p.m. on Wednesday, October 7 in order to allot sufficient time for carpeting.
- Any booth not set up by 8:00 p.m. on Wednesday, October 7 will be removed from the floor, including but not limited to materials and equipment belonging to the exhibiting company.
- Exhibitors not set up or installed on time may be required to forfeit booth space and fees paid and/or jeopardize future booth space opportunities.

Installation times are subject to change at the discretion of NACFC Show Management.

Tear-Down

Saturday, October 10 2:30 p.m. - 8:00 p.m.

- Equipment/literature packing and dismantling of exhibits is not permitted until 2:30 p.m. on Saturday, October 10. Exhibitors that begin dismantling early will jeopardize future booth space opportunities.
- Empty packaging/crate return will commence Saturday morning after the exhibit hall closes.
- All exhibit material must be packed and ready for removal from exhibit hall by 8:00 p.m. on Saturday, October 10.
- Any exhibit not dismantled by 8:00 p.m. on Saturday, October 10 by the responsible exhibitor will be removed by the official NACFC general service contractor, Freeman Expositions, Inc. In such cases, full labor and storage charges (if applicable) will be assessed and billed to the exhibiting company.
- NACFC, Freeman and the Georgia World Congress Center will not be responsible, and will not accept liability, for loss, damage, or deterioration to any and all property belonging to the exhibiting company.

Dismantle times are subject to change at the discretion of NACFC Show Management.

BOOTH DETAILS

Standard In-Line and Corner Booths

- There is no price distinction between corner, in-line or island booths.
- Includes a booth identification sign with company name, approximately 7" high and 44" long, located at the top of the backwall drape.
- Standard booths are 10' wide x 10' deep, with black 8' high draped back wall and black 3' high side rails. Corner booths do not have side rails.
- Maximum height of in-line and corner booths is 8' tall and may extend 5' from the back wall.
- Pop-up or other modular booths used by exhibiting companies in standard in-line and corner booths cannot exceed the back wall and side wall dimensions.
- 24-hour exhibit hall security is provided. Individual booth security is the responsibility of the exhibiting company.

Island Booths

- Booths must be a minimum of 20' x 20' or 400 sq. ft.
- Booths must have access and see-through visibility from all four sides and cannot be larger than 30' x 30' or 900 sq. ft.
- Overall booth height will not exceed 24' from the floor to its highest point.
- Plans for all island booths must be submitted for approval by August 31. Island booth renderings submitted after August 31 are subject to an additional \$50 processing fee.
- 24-hour exhibit hall security is provided. Individual booth security is the responsibility of the exhibiting company.

End-cap Booths

- Booths must be 10' x 20'.
- Booths must have access and see-through visibility from three sides.
- Booth height will not exceed 8' from the floor to its highest point.
- Pop-up or other modular booths used by exhibiting companies in end-cap booths cannot exceed the back wall dimensions.
- 24-hour exhibit hall security is provided. Individual booth security is the responsibility of the exhibiting company.

EXHIBITOR GUIDELINES

BOOTH ASSIGNMENTS

Assignments and Confirmations

- Booth selection will be on a first-come, first-served basis (with the exception of opening booth selection as determined by 2025 support levels).
- Booth assignments will be made in the order applications are received and/or by the exhibitors' previous year's support level.
- Booth assignments will be made in descending order of the choices indicated on the application. If preferred booth space is not available, space will be assigned as appropriate.
- Exhibitors will receive email confirmation of booth assignments by September 11, 2026 if completed application and payment have been accepted and received prior to this date.
- If deposits or full payments and completed applications are not received by September 11, booth selection may be reassigned or denied without notification.

FREEMAN

WHAT CAN FREEMAN DO FOR YOU?

Freeman will furnish exhibitors with suitable booth space equipment. All rental furnishings, sign and banner orders, exhibit services, booth cleaning, material handling and labor will be contracted through Freeman.

Freeman service details, pricing and order forms will be in the Exhibitor Services Kit via the NACFC Freeman Online link (available Summer 2026). Information may also be obtained by contacting the Freeman Service Department:
Phone: (888) 508-5054
Email: exhibitorsupport@freeman.com

International Help:

If you need assistance with Freeman Online, please call the Customer Support Center at (888) 508-5054 Toll Free US and Canada.

APPLICATION & PAYMENT

Application Guidelines

- There is no price distinction between corner, in-line, end-cap or island 10' x 10' booth spaces.
- Completed applications must be submitted by September 11, 2026.
- All applications require 100% payment upon receipt of invoice.
- Exhibitor applications without 100% payment by September 11 will forfeit their space and any fees paid.
- If an application is not accepted, submitter will be notified and payment returned within 14 business days of submission.
- Applications accepted on or after September 11 may be subject to an additional processing fee.
- All costs are the responsibility of the participating company.

Cancellation & Downsizing

Exhibiting and supporting companies wishing to cancel or reduce support opportunities and/or booth space must submit a written request to NACFC Show Management, NACFCExhibits@SPARGOInc.com, by September 11, 2026. Official cancellation will be in effect on the date written notification is received.

Cancellation

- Full refunds will be provided for cancellations received on or before September 11.
- 100% of total fee will be retained for cancellations received on or after September 12.

Downsizing

- Once an application is received, an exhibitor is able to downsize booth space until September 11.
- 100% of total fee will be retained for downsizing requests received on or after September 12.

FIRST-TIME & NON-PROFIT EXHIBITORS

Discounted rates are available for first-time and non-profit exhibitors. Please contact NACFCExhibits@SPARGOInc.com for information and pricing.

SUPPORT GUIDELINES

SUPPORT LEVELS

Support Levels

- Support levels are determined by total combined contribution per company from booth space, support opportunities and/or educational support.
- You do not need to purchase exhibit space to purchase support opportunities and be eligible for level benefits.

Complimentary Registrations

- Registration allotments within each support level is inclusive of complimentary booth only registration(s) provided per 10' x 10' booth.
- Complimentary registration(s) included in support levels are per company and can only be applied to NACFC 2026.
- Eligibility for complimentary registrations applicable only if support is secured by September 11, 2026.
- Complimentary registration(s) cannot be exchanged for cash, in part or full.
- Complimentary registration(s) are not interchangeable.

Elite Supporters

- Elite supporters must submit application and payment by August 25, 2026 to be eligible for housing at headquarter hotel.
- Elite supporters must adhere to exhibitor and supporter timeline as appropriate to secure complimentary mobile app banners included with Elite level support. Failure to adhere to submission deadlines will result in forfeiture of these assets.

APPLICATION & PAYMENT

Application Guidelines

- Support opportunities are non-exclusive and available on a first-come, first-served basis. Some opportunities have limited availability.
- Completed applications must be submitted by September 11, 2026.
- All applications require 100% payment upon receipt of invoice.
- Applications without 100% payment by September 11, 2026 will forfeit any hold on support opportunities, complimentary registration(s) associated with support level, and any fees paid.
- If an application is not accepted, submitter will be notified and payment returned within 14 business days of submission.
- Applications accepted on or after September 12 may be subject to an additional processing fee.
- All costs are the responsibility of the participating company.

Cancellation & Reduction of Support

Exhibiting and supporting companies wishing to cancel or reduce support opportunities and/or booth space must submit a written request to NACFC Show Management, NACFCExhibits@SPARGOInc.com, by September 11, 2026. Official cancellation will be in effect on the date written notification is received.

Cancellation

- Full refunds will be provided for cancellations received on or before September 11.
- 100% of total fee will be retained for cancellations received on or after September 12.

Reducing Support

- Once an application is received, a supporter is able to reduce support opportunities and financial commitment until September 11.
- 100% of total fee will be retained for reduction requests received on or after September 12.