

**LOCATION OF EXHIBITS**

The exhibits are located in Hall B in the Ernest N. Morial Convention Center. Measurements shown on the diagram are as accurate as possible, but management reserves the right at all times to modify the floor plan to meet the needs of the exhibit and exhibitors.

**RESERVATIONS FOR BOOTH SPACE**

Reservations for booth space are made in the order in which signed contracts and applicable payments are received.

**The exhibitor application form, signed contract and space requests should be faxed directly to Mike Danielson at 412-774-0309 or emailed to miked@c1tradeshowservices.com.** A **copy** of this paperwork and the purchase order (if applicable) should accompany all payments by check and mailed to NABSE, Attn: 2017 Exhibits, 310 Pennsylvania Ave., SE, Washington, D.C. 20003.

**GENERAL EXHIBIT BOOTH SALES**

**Full payment is due with the signed booth contract. Purchase orders are welcome. Please note that a physical purchase order must accompany a signed contract using a purchase order.** Exhibit registrations, with or without full payment, as well as any credit card payments received after this deadline shall be considered on-site registrations and will be assessed a \$50 fee. With the exception of purchase orders, **no checks will be accepted after November 1, 2017.** Booth reservations will not be held for requests with declined credit cards and/or returned checks. A \$50 service charge applies to all returned checks. NABSE reserves the right to reassign any booth space for which full payment or applicable non-refundable deposit is not received by the deadline. **All applications and signed contracts submitted without the full payment or purchase order will be returned unprocessed.**

**STANDARD BOOTH**

The standard 10'x10' booth furnished by NABSE shall consist of an 8' high draped wall, 3' high draped sidewalls, a standard I.D. sign, 6' draped table, 2 chairs and a waste basket.

No in-line exhibit shall exceed 8' in background height or 3' in division rail height; except in height, it may not extend out from backing more than half of the depth of the booth. No organization, company name or advertising shall be displayed above the permissible height of the background for any standard exhibit. No construction which may obscure the view of adjacent booths is allowed on the side of booths.

NABSE shall have full authority for approval or arrangement and appearance of items displayed. NABSE may, at its discretion, require replacement, rearrangement or redecoration of any item or any booth, and no liability shall attach to NABSE for the costs that may evolve upon exhibitor thereby. If any booth area remains unfinished three hours before the scheduled opening of the show, NABSE shall authorize the official decorator to affect the necessary finish and the exhibitor must pay all charges involved thereby.

All services required by exhibitors will be available through C-1 Trade Show Services. Complete shipping instructions, information regarding furniture and carpet rental, electrical work, labor for erecting and dismantling exhibits, etc. and forms necessary to order such services will be found in the **Exhibitor Service Manual**. The Ernest N. Morial Convention Center also has certain rules and policies for exhibitors. A full listing of these rules can be found in the **Manual**. The **Manual** will be forwarded to each exhibitor and made available upon reservation of the booth space.

**SET-UP AND DISMANTLING OF EXHIBITS**

It is mutually agreed that it is the duty and responsibility of each exhibitor to install the exhibit before the opening of the exhibition and to dismantle the exhibit immediately after the close of the exhibition.

**EXHIBIT SET-UP:**

Thursday, November 16..... 8:00 am–10:00 am

**EXHIBIT MOVE-OUT:**

Saturday, November 18..... 2:30 pm–5:00 pm

All exhibits must be staffed and remain intact until the official closing hour. Early dismantling is disruptive to the Exhibit Show. Therefore, exhibitors may not pack, tear down or remove any portion of the exhibit prior to the official closing at 2:30 pm, Saturday, November 18.

Please note: Each exhibitor must designate one contact person per booth. It is highly recommended that each exhibit booth be staffed by two persons.

**REMOVAL OF EXHIBIT MATERIALS**

All exhibit materials **MUST** be removed from the exhibit floor no later than 5:00 pm on Saturday, November 18, 2017. C-1 reserves the right to ship the display materials via the official show carrier at the exhibitor's expense, if the carrier designated by the exhibitor does not report to the Exhibition Services desk by 4:30 pm Saturday, November 18.



**CANCELLATION**

All cancellations must be made in writing (via email or U.S. mail) to Ed Potillo, NABSE Conference Director, at 310 Pennsylvania Ave., SE, Washington, D.C. 20003. If notification is received on or before October 31, 2017, all monies less a service charge equal to 50% of the cost of the booth rental will be refunded within 90 days of the conclusion of the Conference. **No refunds will be considered or issued after November 1, 2017.**

Failure to occupy booth space does not release the exhibitor from the obligation to pay for full cost of the rental. Any exhibitor space not occupied by the close of exhibit set-up (10:00 am on Thursday, November 16, 2017) will be forfeited by the exhibitor. This space may be resold, reassigned or used by NABSE.

In the event that flood, fire, strikes, riots, civil commotion or other circumstances beyond the control of NABSE cause the exhibit to be canceled, full refund of the exhibit rental fees will be made.

**USE OF SPACE**

No exhibitor shall assign, sublet or share their allotted space without the knowledge and written consent of NABSE. No firm or organization without assigned exhibit space will be permitted to solicit business within the exhibit area. Displays and demonstrations are limited to the confines of an exhibitor’s own booth, as is the distribution of literature or other items.

**LIABILITY**

**Security**

NABSE will provide 24-hour security personnel in the exhibit area from the start of move-in to the end of move-out. The furnishing of such service shall not be construed as any assumption of obligation or duty with respect to the protection of the property of exhibitors. Exhibitor property shall at all times remain in the sole possession and custody of the exhibitor and shall be the sole responsibility of the exhibitor.

**Exhibitor**

The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold harmless NABSE, the Ernest N. Morial Convention Center, the show and exhibitor booth sales contractors and their employees and agents against any and all claims arising out of or caused by exhibitor’s installation, maintenance, occupancy or use of the exhibit premises or part thereof.

**ACCEPTABILITY OF EXHIBITS**

All exhibits shall serve the interests of the members of NABSE and its affiliates and shall be operated in such a way that will not detract from other exhibits, the exhibition or the conference as a whole. NABSE reserves the right to require the immediate withdrawal of any exhibit which NABSE believes to be unsuitable or misrepresented through its description. The contract, placement or direct sale of any copyrighted or trademarked materials, including materials for entertainment purposes such as CDs and/or DVDs, is strictly prohibited unless vendor is an authorized distributor of such. Violators are subject to booth closure and forfeiture of rental fee in addition to applicable sanctions under the law.

**Sales Prohibition:** Education and Non-Profit Exhibitors are **prohibited** from executing direct sales on the exhibit hall (i.e. transfer of services or products for cash, credit or otherwise negotiable objects) at any time during the conference. Contracts or placement of orders for services and/or products are permitted. The contract, placement or direct sale of any copyrighted or trademarked materials is strictly prohibited unless vendor is an authorized distributor of such.

**Special Sound and Visual Effects:** Audio/visual and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as in the sole opinion of NABSE does not interfere with the activities of neighboring exhibitors at the conference. Operation of equipment being demonstrated may not create noise levels or visual obstruction objectionable to neighboring exhibitors.

**Fire Regulations:** All displays must meet the fire code regulations and regulations and requirements of New Orleans, Louisiana.

**CARE OF BUILDING AND EQUIPMENT**

Exhibitors and their agents must not injure or deface the walls or floors of the building, the booths or the equipment of the booths. Nothing will be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. When such damage appears, the exhibitor is liable to the owner of the property so damaged. All materials used in decoration must be flameproof. Electrical wiring must conform to National Electrical Code Safety Rules. Combustible materials and explosives are not permitted in the Exhibit Hall.

**MISCELLANEOUS**

**NABSE NAME AND LOGO:** The use of and/or reproduction of the NABSE name and/or logo and any reference indicating endorsement by NABSE is strictly prohibited without written authorization from NABSE.

**SHIPPING:** The Ernest N. Morial Convention Center has no facilities for receiving and storing materials prior to the opening of the conference. Please reference the Exhibitor Services Information Manual for shipping and storage information.

**GENERAL AUTHORITY:** NABSE shall have the sole authority to interpret and enforce all terms and conditions governing exhibitors and the exhibition. Any and all matters not specifically covered herein are subject to decision by NABSE. These terms and conditions may be amended at any time by NABSE upon written notice to all exhibitors. The exhibitor expressly agrees to be bound by the terms and conditions set forth herein and by any amendments thereto adopted by NABSE from time to time.

**NABSE DISCLAIMER:** The products and services that are advertised and sold are useful to the vast majority of educators. The exhibition of such products and services does not imply or indicate NABSE’s endorsement of such products and services.



### EXHIBITION OPPORTUNITIES

NABSE 2017 offers three types of exhibition opportunities:

#### Educational/Corporate Exhibitors

This section is devoted to bringing innovative and state-of-the-art educational products and services to the attention of educators, administrators, parents, students and other attendees.

#### Non-Profit Exhibitors

The Non-Profit section is composed of school systems, government agencies, grassroots organizations and others seeking qualified job applicants or spreading their message of voluntarism and/or activism for the benefit of education.

#### Retail Exhibitors

This is a retail proprietor's paradise! Vendors can sell a variety of products directly to conference participants. This is the ONLY section of the three, where direct sales are permitted.

### DISCOUNTS FOR CORPORATE & INSTITUTIONAL MEMBERS

Corporate and Institutional Member exhibitors receive a **10% discount** on booth cost. To obtain a membership application, visit us online at [www.nabse.org](http://www.nabse.org), and become a member today.

### EXHIBIT DATES AND TIMES

#### SHOW HOURS

##### Thursday, November 16

##### *Ribbon Cutting Ceremony & Grand Opening*

12:30 pm–6:30 pm

##### Friday, November 17

##### *Regular Hall Hours*

10:00 am–12:30 pm

2:30 pm – 6:00 pm

##### *Exhibit Hall Reception*

##### *Fashion Show*

4:00 pm–6:00 pm

##### Saturday, November 18

9:30 am–2:30pm

#### EXHIBITOR REGISTRATION & SET-UP

Thursday, November 16

8:00 am – 10:00 am

#### EXHIBITOR MOVE-OUT

Saturday, November 18

2:30 pm–5:00 pm

### EXHIBITOR BENEFITS

- **TWO COMPLIMENTARY** basic conference registration passes (Based on a 10'×10' booth).
- **COMPLIMENTARY** booth package that includes a 6' draped table, 2 chairs and a waste basket.
- **STEADY** foot traffic with the addition of the **Relaxation Center, Tech Corner mini-workshops,** and the **NABSE Bookstore.**
- **RECEPTION** for all conference participants
- **ACCESS** to 2017 Conference Attendee list
- **ON-SITE LEAD RETRIEVAL** opportunity.
- **COMPLIMENTARY** listing in the *2017 Annual Conference Mobile App.*
- **COMPLIMENTARY** listing on NABSE's website

**IMPORTANT DATES AND DEADLINES**

- September 5, 2017 – Exhibitor service manuals will be made available by C-1 Trade Show Services.
- October 13, 2017 – Materials and payments due for advertising in 2017 Conference App
- October 13, 2017 – Submit 30 word company or product description deadline.
- October 20, 2017 – Deadline to submit the Intent to Use a Non-Official Contractor Form and their accompanying Certificate of Insurance to C-1 Trade Show Services.
- October 27, 2017 – Discount deadline for C-1 furnishings (carpet, tables, chairs, etc.).
- November 3, 2017 – Deadline to submit exhibitor names and badges.
- November 8, 2017 – Deadline for exhibitor freight to arrive at the advanced warehouse to avoid a surcharge fee.
- November 10, 2017 – Last day for shipments to be received at the advanced warehouse. No shipments will be received after this date.

**BOOTH SALES CONTRACTOR**  
**MIKE DANIELSON**  
**C-1 Trade Show Services**  
 Office: 724-260-5576  
 Fax: 412-774-0309  
[miked@c1tradeshowservices.com](mailto:miked@c1tradeshowservices.com)

**EXHIBIT SHOW DECORATOR**  
**JEN RUTOLO**  
**C-1 Trade Show Services**  
 Office: 941-371-4523  
 Fax: 412-774-0309  
[jenr@c1tradeshowservices.com](mailto:jenr@c1tradeshowservices.com)

**BOOTH SALE COORDINATOR**  
**ED POTILLO**  
**NABSE**  
 Office: 202-608-6310  
 Fax: 202-608-6319  
[epotillo@nabse.org](mailto:epotillo@nabse.org)

**MAIL PAYMENTS AND COPY OF SIGNED CONTRACT TO: NABSE c/o 2017 Conference Exhibition**  
**310 Pennsylvania Ave., SE • Washington, DC 20003**

**ACCOMMODATIONS**

**HILTON NEW ORLEANS RIVERSIDE**  
*Headquarters Hotel*



Two Poydras Street  
 New Orleans, LA 70130  
 Rate: \$219 Single/Double Occupancy  
 Reservations: 1-800-445-8667  
 Group Code ABS

**EMBASSY SUITES NEW ORLEANS CONVENTION CENTER**



315 Julia Street  
 New Orleans, LA 70130  
 Rate: \$199 Single/Double Occupancy  
 Reservations: 1-800-362-2779  
 Group Code BSE

**Please visit [www.nabse.org](http://www.nabse.org) and click on 2017 NABSE Conference to secure accommodations online**