

NABSE



TM

46TH ANNUAL CONFERENCE

"Educate, Innovate, Elevate"

November 7-10, 2018
Baltimore Convention Center
Baltimore, MD

EXHIBITOR PROSPECTUS

For More Information
Call: (941) 371-4523 or
Email: jenr@cltradeshowservices.com

EXCITING NEW IDEAS FOR THE EXHIBIT HALL!

YOU have spoken and we at NABSE have heard you! We are offering some very exciting new additions and changes to the exhibit hall this year.

✓	More unopposed hours (no conflicting sessions or other activities at the same time, therefore, driving more traffic to the hall).
✓	Passport and/or Scavenger Hunt with Twitter Feed at the Front of the Hall
✓	Breakfast in the Exhibit Hall
✓	Exhibitor Showcase (this is a great way to captivate an audience and really sell your product).
✓	Fashion Show (space is limited to a few lucky vendors to show off their products).
✓	Announcements in the Hall and Vendor Recognition
✓	Extended Hours for Retail Exhibitors (Shop Till You Drop) Separate Entrance into the Hall.
✓	Silent Auction in the Hall
✓	Exhibit Hall is Open to the Public on Saturday for <u>RETAIL EXHIBITORS ONLY</u>
✓	New Pricing and Layout for all sections of the Hall
✓	Bands, Chorus', Choirs and Other Entertainment Performing on Stage in the Exhibit Hall

WHY IS THIS CONFERENCE SO POWERFUL FOR EXHIBITORS?

<ul style="list-style-type: none"> You have the opportunity to showcase your products and services, emphasize your corporate message and improve your profitability with one of the largest and most diverse audiences of educators. 	<u>Attendees by Job Title</u>	
	Administrators	20%
<ul style="list-style-type: none"> You will be able to speak to all of the roles and responsibilities in the school market. 	K-12 Teachers	27%
	Curriculum Specialists	6%
	School Board Members	4%
<ul style="list-style-type: none"> This conference is a great place to find educators who are exploring the new technologies and methodologies that are improving learning and teaching. 	Parents	11%
	Higher Education Professionals	7%
<ul style="list-style-type: none"> For recruiters, it is the perfect place to find qualified African American educators and students to enhance the diversity in your workforce. 	Higher Education Students	3%
	Other	2%



EXHIBIT SPACE APPLICATION & CONTRACT

To ensure that your space is secured, please email or fax this signed contract to:
 Jen Rutolo, Booth Sales Coordinator
 C-1 Trade Show Services
 Phone: (941) 371-4523 | Email: jenr@c1tradeshowservices.com | Fax: (412) 774-0309

Exhibiting Company:	Company Name to Appear on Booth ID Sign:		
Contact Person:	Phone: ()	Cell: ()	
Address:	City:	State:	ZIP:
Email:	Website:		

Payment Information			
Booth Cost	\$	Make Checks Payable to: NABSE c/o C-1 Trade Show Services 4417 Linwood St. Sarasota, FL 34232	
Founding Members Lunch	\$		
Annual Banquet	\$		
Additional Booth Passes	\$		
Passport Program	\$		
10% Discount for Members	\$		
Exhibitor Showcase	\$		
Total Amount Due	\$		
Method of Payment:	<input type="checkbox"/> Check	<input type="checkbox"/> Money Order	<input type="checkbox"/> Purchase Order <small>(must attach a copy of the purchase orders for validation)</small>
Account Number:	Exp.	<input type="checkbox"/> VISA	<input type="checkbox"/> Master Card
Card Holders Name: <small>(Please Print)</small>	Signature:		

Exhibit Badge Names		
1.)	2.)	3.)
4.)	5.)	6.)

Description of Exhibit		
The description of the exhibit must NOT exceed 30 words. Don't forget that it must be submitted no later than Friday, October 5, 2018, for it to be included in the Conference App. Please submit the description via email to: Jen Rutolo, Booth Sales Coordinator C-1 Trade Show Services Email: jenr@c1tradeshowservices.com		
Use the same information and description as last year <small>(Please circle one)</small>	YES	NO

Signature and Agreement	
I, the exhibitor, have read and agrees to comply with the rules and regulations outlined in the Exhibitor Official Rules and Regulations document. This form is considered binding on both the exhibitor and NABSE.	
Authorized Signature:	Date:
Print Name and Title:	



Registration Information				
✓	Contract Deadline is November 1, 2018. Space requests AND full payment must be received by this deadline or an additional \$50 onsite registration fee will be assessed. With the exception of purchase order payments. CHECKS WILL NOT BE ACCEPTED ON-SITE.			
✓	NABSE Corporate and Institutional Members receive a 10% discount on booth rentals. If you are not already a member, visit www.nabse.org , complete a membership application and take advantage of the discount.			
✓	The number of basic conference registrations included with exhibit space purchased are based on			
	10'x10' Booth = 2 Badges	10'x20' Booth = 4 Badges	10'x30' Booth = 6 Badges	10'x40' Booth = 8 Badges
	10'x50' Booth = 10 Badges	20'x20' Booth = 10 Badges	20'x30' Booth = 16 Badges	<i>Additional size booths will be quoted upon request</i>
✓	Additional basic conference registration passes (up to 4) are available for exhibitors at only \$50 each.			
✓	Tickets for the Founding Members Luncheon and Annual Banquet are NOT included in the basic conference registration and must be purchased separately.			
	Founding Members Luncheon - \$65 per person (Friday, November 9, 2018)		Annual Banquet - \$80 per person (Saturday, November 10, 2018)	
✓	Corporate Sponsors receive COMPLIMENTARY exhibit booth space in the front of the hall upon request.			

Exhibit Booth Costs				
Exhibitor Type	10'x10' (In Line Booth)	10'x10' (Corner Booth)	10'x20' (In Line Booth)	10'x20' (w/1 Corner)
Retail	\$600.00	\$700.00	\$1,100.00	\$1,200.00
Non-Profit/School Districts & Educational/Corporate	\$1,000.00	\$1,100.00	\$1,900.00	\$2,000.00

NOTES:

- Booth spaces larger than 10'x20' are available and will be priced upon request. Please contact Jen Rutolo, Booth Sales Coordinator, at (941) 371-4523 for any such requests.
- ONLY RETAIL EXHIBITORS** are permitted to have direct sales out of their booth.
- Each 10'x10' booth space includes: 8' Back Wall, 3' Side Drape, 1 – 6'x30" Draped Table, 2 – Side Chairs, 1 – Wastebasket, 1 – 7"x44" ID Sign with Company Name and Booth Number.
- Island booths do **NOT** get booth packages.

EXHIBITOR SHOWCASE

Cost for the Exhibitor Showcase Sessions are \$350 per session

87% of attendees surveyed say they value Exhibitor Showcase Sessions. You can own a 20-minute time block to demonstrate your product at the Exhibitor Showcase Sessions in the Exhibit Hall. All sessions must be interactive and will be listed on the Conference App with logo if received by Friday, October 5, 2018. Limited time slots are available. (Speaker bio and session description to be submitted to NABSE for approval, call Jen Rutolo at (941) 371-4523 for availability).

EXHIBIT HALL HOURS

Exhibitor Move-In/Move-Out Dates & Times:		Proposed Exhibit Hall Dates & Times: <i>(These are subject to change)</i>	
Move-In Date:	Move-In Time:	Show Hours	
Wednesday, November 7	8 am – 4 pm	Wednesday, November 7	
This move-in is for ALL EXHIBITORS		Kick Off Party in the Exhibit Hall with	5 pm – 7 pm
Move-Out Date:	Move-Out Time:	Thursday, November 8	
Friday, November 9	2 pm – 6 pm	Exhibit Hall Hours	9 am – 6 pm
This move-out is for NON-PROFIT & EDUCATIONAL EXHIBITORS		Grand Opening of the Exhibit Hall	12 pm – 12:15 pm
		Fashion Show & Exhibitor Reception	4 pm – 6 pm
Saturday, November 10	12 pm – 4 pm	Friday, November 9	
This move-out is for RETAIL EXHIBITORS ONLY		Exhibit Hall Hours	9 am – 2 pm
		Shop Til You Drop (RETAIL ONLY)	2 pm – 8 pm
		Saturday, November 10	
		Retail Shopping Hours	9 am – 12 pm

Rules and Regulations

1. **Contract for Payment and Space:** All applications must be accompanied by a deposit amount of 50% of the total booth cost, payable to the NATIONAL ALLIANCE OF BLACK SCHOOL EDUCATORS (NABSE), which will be applied to the full cost of space. The balance of the booth rental cost is payable no later than Friday, September 7, 2018, and is a condition to the continued reservation of space.

2. **Cancellation:** Space assigned shall be deemed acceptable by the Exhibitor unless rejected in writing within twenty (20) days from the date of space assignment notification. Cancellations must be made in writing, and postmarked on or before Friday, September 7, 2018, for a 50% refund. For cancellations after Friday, September 7, 2018, the deposit will be forfeited.

3. **Restriction on Use of Space:** No Exhibitor shall, without the written consent of the NABSE, assign, sublet or apportion the space assigned to it to any other Exhibitor or person. Exhibitor must keep exhibit open and stated at all times during show hours. The NABSE reserves the right to restrict exhibit to a minimum noise level and to suitable methods of operation and display material. Exhibits, signs and displays are also prohibited in any of the public space or elsewhere on the premises of the meeting facilities or in the guest rooms or hallways of the hotels.

4. **Service Contractors:** The Official Service Contractor will furnish all participating Exhibitors with a Service Manual which will contain exhibit instructions and order forms for all booth accessories and services required. Orders not processed in advance for furniture, carpeting, labor and other requirements must be procured at the Official Exhibit Contractor's Service Desk in the exhibit hall and are subject to on-site rates.

Exhibitors requiring the services of independent contractors must have prior approval of NABSE, and no exceptions will be made that will interfere with the orderly function or security of the exposition, or with obligations or commitment of NABSE. Exhibitors using ground or air freight carriers are requested to ship directly to the designated NSCA freight contractor in ample time prior to the exposition to allow effective and timely handling of materials.

5. **Order-Taking and Distribution of Materials:** Exhibitors will be allowed to accept credit card, check, cash, or purchase order payment for their product and may distribute said product on site. Distribution of all products sold must be made by the end of tear down at Friday, November 9, 2018 at 2 pm. Exceptions must be approved by the NABSE and show facility. Long-term storage of exhibitor goods at the show facility is prohibited. Exhibitors will be responsible for any state or local taxes that are required. Ra es or lotteries may be conducted within the confines of the exhibit booth, but exhibitors may not erect signage outside of the exhibit booth or use the central P.A. system to announce winners or make remarks.

6. **Floor plans:** All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. The NABSE reserves the right to make such modifications as may be necessary to meet the needs of the Exhibitors and the exhibit program.

Exhibits shall be so arranged as not to obstruct the general view nor hide the exhibits of others. Avoid putting demonstration areas on the aisle line that will result in traffic congestion in the aisle. Any part of the exhibit which does not lend itself to an attractive appearance, such as unfinished side or end panels, must be draped at the Exhibitor's expense. NSCA reserves the right to have such finishing done, billing the Exhibitor for charges incurred.

The Exhibitor expressly agrees to do all installation and dismantling of exhibits during the time specified. No exhibit may be dismantled before the official closing time. It is the responsibility of the Exhibitor to arrange for materials to be delivered to the exhibit hall and to be removed from the exhibit hall by the specified deadlines. Should the Exhibitor fail to remove the exhibit, removal will be arranged by NABSE at the expense of the Exhibitor. The Exhibitor must surrender rental space in the same condition it was at commencement of occupation. The Exhibitor or his agents shall not injure or deface the walls, columns, or doors of the exhibit facilities, the booths or the equipment or furniture of the booths. When such damage appears, the Exhibitor shall be liable to the owners of the property so damaged.

7. **Fire, Safety, Health and Regulations:** The Exhibitor agrees to comply with local, city and state laws, ordinances and regulations and the regulations of the owner covering re, safety, health and all other matters. All exhibit equipment and materials must be reproofed and reasonably located within the booth. Affidavits attesting to flame proof compliance with Fire Department regulations must be submitted when requested. No combustible materials shall be stored in or around the exhibit booths.

8. **Acceptability of Exhibits:** All exhibits shall be designed to address and serve the interests of the members of the NABSE and shall be operated in a manner that will not detract from other exhibits, the exhibition, the conference as a whole, or be contrary to or detrimental to the purposes of the NABSE and the conference. The determination as to unacceptability includes matters pertaining to persons, things, conduct, dress, printed matter, or anything of a character which the NABSE determines, in its sole discretion, to be objectionable. NABSE reserves the right in advance of the exhibition to restrict or disallow any exhibit, or during the exhibition to restrict or require the immediate withdrawal of any exhibit, which it determines to be unacceptable. In the event of such restriction or removal, NABSE is not liable for any refund of rental fees, any other exhibit-related expense, or any loss to the exhibitor, including but not limited to, lost profits.

9. **Security:** The NABSE will provide security personnel during the hours the exhibition is not operating, but the furnishing of such services shall not be construed to be any assumption of obligation nor duty with respect to the protection of the property of Exhibitors, which shall at all times remain in the sole possession and custody of each Exhibitor and shall be the sole responsibility of each Exhibitor.

10. **Services:** It is mutually understood and agreed that the NABSE will provide each Exhibitor with the following services free of charge: erection of necessary amenities-retardant draped backgrounds of uniform style, 1 – 6'x30" draped table, 2 – side chairs, 1 – wastebasket, 1 – 7"x44" ID sign with company name and booth number, aisle carpeting, program listing, general hall cleaning and hall guard services.

In addition to all other payments provided in this contract, Exhibitor agrees to pay for the following services at rates approved by the NABSE: handling of incoming or outgoing freight; labor and material to assist in erection, dismantling and maintenance of exhibit; electrical service including outlets; cleaning service; telephone service; furniture and accessories.

11. **Non-Liability:** It is expressed, understood and agreed by each and every contracting Exhibitor, his agents and his guests that neither the NABSE, or its employees, nor its contractors shall be liable for loss or damage to the goods or properties of Exhibitors. At all times such goods and properties remain in the sole possession and custody of each Exhibitor. On signing the Application-Contract, Exhibitor releases and agrees to indemnify the NABSE, its managers, officers, members, sponsors, employees and agents, and save them harmless from any suit or claim for property damage or personal injury by whomsoever sustained, including Exhibitor and its agents or employees, on or about the Exhibitor's display space or arising out of Exhibitor's participation in the exposition, including such damage or injury resulting in part from the negligence of one or more of the aforementioned indemnities.

12. **Insurance:** The Exhibitor agrees to obtain and provide evidence of coverage via a Certificate of Insurance naming the National Strength and Conditioning Association (except for Workers' Compensation) as an additional insured. The insurance must be provided by an insurer with an AM Best Rating of AVII or higher: (1) Commercial General Liability with limits no less than \$1,000,000 per occurrence Bodily Injury and Property Damage (2) The policy must be placed on an "Occurrence Liability" basis; Claims made will be considered with evidence that the General Aggregate has not been impaired for the current policy term (3) Commercial Auto Liability with limits no less than \$1,000,000 per occurrence Bodily Injury and Property Damage (4) Workers' Compensation Insurance, including Employers' Liability limits with no less than \$500,000 per occurrence (5) 30 Day Notice of Cancellation included on the Certificate of Insurance (6) Primary and Non-Contributory language in favor of the NABSE with regard to General Liability (7) Waiver of Subrogation in favor of the NABSE with regard to General Liability