



National Alliance of Black School Educators

# 51<sup>st</sup> Annual Conference

November 29 - December 3, 2023

Hilton New Orleans Riverside  
Two Poydras St. \* New Orleans, LA



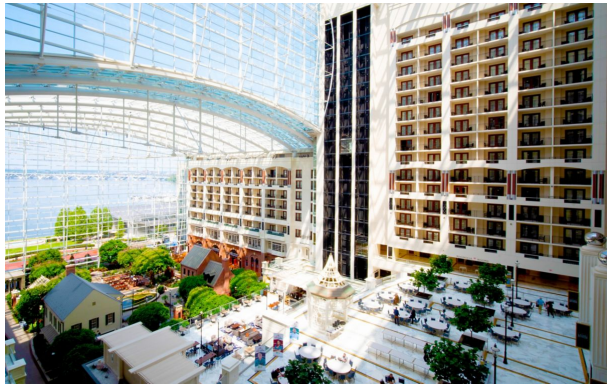
2023 Exhibitors

## Exhibitors Showcase Dates:

November 30, 2023 – December 2, 2023

For more information about  
the 51<sup>th</sup> NABSE Conference  
please visit us at [www.nabse.org](http://www.nabse.org)

## National Alliance of Black School Educators



The National Alliance of Black School Educators (NABSE) takes great pleasure in inviting you to exhibit at our 51st Annual Conference at the Hilton New Orleans Riverside, November 29, 2023 – December 3, 2023. We are planning for more than 1000 participants from across North America and beyond to participate in the conference this year. It is here that you can grow your business, make valuable connections and position your company as a strategic partner to educators! Don't miss this great opportunity and register today to exhibit at NABSE!

### Who Is Expected To Attend The Conference?

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- School Board Members
- University and College Faculty
- Purchasing Officers
- Senior Level Administrators
- Undergraduate and Graduate
- Superintendents
- Teachers (K–12)
- Parents
- Curriculum Specialists
- Educational Consultants
- Principals
- Charter School Officials
- Students
- Clergy

### Why Is This Conference So Powerful For Exhibitors?

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1. You will 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.
2. You will be able to speak to all of the roles and responsibilities in the school market.
3. This conference is a great place to find educators who are exploring the new technologies and methodologies that are improving learning and teaching.
4. For recruiters, it is the perfect place to find qualified African American educators and students to enhance the diversity in your workforce.

### How Can You Become A NABSE Exhibitor?

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1. Review the Exhibitors Prospectus in its entirety.
2. Select an Exhibitor Option (Small Business or Corporate). Final designation is at the discretion of NABSE.
3. Complete and submit the 51<sup>st</sup> Annual NABSE Conference Exhibitor Request form.
4. Upon receipt of confirmation of available exhibit space, please complete, sign and upload the Exhibitor Contract Form via the NABSE website. 100% of booth fees must be remitted with contract.
5. Process is complete upon receipt of NABSE's written confirmation of contract acceptance.
6. Contact [exhibitors@nabse.org](mailto:exhibitors@nabse.org) regarding questions.

## National Alliance of Black School Educators

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### EXHIBITION HOURS

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**Thursday, November 30, 2023**

11:30 a.m. – 7:00 p.m.

**Friday, December 1, 2023**

8:00 a.m. – 7:00 p.m.

**Saturday, December 2, 2023**

8:30 a.m. – 12:30 p.m.

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### EXHIBITOR REGISTRATION & SET-UP

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**Wednesday, November 29, 2023**

1:00 p.m. – 6:00 p.m.

Each exhibit space will include one 6ft table and two chairs. Exhibitors hold responsibility for securing any additional needs they might have by working directly with the hotel.

The exhibit hall will be divided into two sections which will include a traditional exhibit hall space as well as a NABSE Market Space for small business owners and non-educational materials. NABSE reserves final right to designate business type.

**IMPORTANT:** No set-up is available outside of the date and times noted above.

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### EXHIBITOR MOVE OUT

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**Saturday, December 2, 2023**

12:30 p.m. – 5:00 p.m.

## National Alliance of Black School Educators

### IMPORTANT DATES AND DEADLINES

1. **September 8, 2023** - Deadline to submit changes and/or corrections to company or product description.
2. **September 15, 2023** - Deadline to cancel and receive a 50% refund of total booth fees. Subsequent cancellations are not subject to refund.
3. **September 15, 2023** - Deadline to submit exhibitor names and badge information.

### ACCOMMODATIONS



**Hilton New Orleans Riverside**  
**Two Poydras Street \* New Orleans, LA 70130**  
Rate: \$249 Single/Double Occupancy

#### **Reservations:**

Approved exhibitors will be provided room reservation information upon confirmation of their exhibit space to secure accommodations.

*\*The conference rate is limited to registered attendees and approved exhibitors.*

Questions can be addressed to [exhibits@nabse.org](mailto:exhibits@nabse.org).

# National Alliance of Black School Educators

## EXHIBITOR CONTRACT – RULES AND REGULATIONS

### LOCATION OF EXHIBITS

The exhibits are located in exhibit hall on the lower level of the conference center. Measurements 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. Interested parties must complete and submit a Exhibitor Request Form. Each form is time and date stamped upon submission. Upon confirmation of available booth space, the exhibitor will have 3 business days to remit payment and submit their NABSE Exhibitor Contract or the space will be subject to resale.

**The exhibitor registration form must be completed online via the NABSE website. Following confirmation of booth space, the required NABSE Exhibitor Contract page must be signed and uploaded with the registration form.** The contract is available within this packet and online. **Payments must be completed online via the NABSE website by credit card.**

### GENERAL EXHIBIT BOOTH SALES

**Full payment is due with the signed NABSE Exhibitor Contract. Payments may be remitted by credit card only.** No purchase orders will be accepted. Booth reservations will not be held for requests with declined credit cards. NABSE reserves the right to reassign any booth space for which full payment is not received within 3 business days of notification of booth approval.

### STANDARD BOOTH

The standard booth sizes to be furnished by NABSE are outlined in the Exhibitor Package Options. 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 one hour 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.

### 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 within the allotted time, and to dismantle the exhibit immediately after the close of the exhibition.

### EXHIBIT SET-UP:

Wednesday, November 29.....11:00 am – 6:00 pm

### EXHIBIT MOVE-OUT:

Saturday, December 2 ..... 12:30 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 12:30 pm, Saturday, December 2, 2023.

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, December 2, 2023. NABSE reserves the right to discard any materials left in the exhibition space.

## National Alliance of Black School Educators

### EXHIBITOR CONTRACT – RULES AND REGULATIONS

#### CANCELLATION

All cancellations must be made in writing to [exhibits@nabse.org](mailto:exhibits@nabse.org). If notification is received on or before September 15, 2023, 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 September 15, 2023.**

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 (6:00 pm on Wednesday, November 29, 2023) 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 secure and lock the exhibit area during non-exhibition hours. 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, Hilton New Orleans Riverside, any and all show and exhibitor booth 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, LA..

#### 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 Hilton New Orleans Riverside offers shipping through an in-house FedEx office. Please contact the FedEx office 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.

# National Alliance of Black School Educators

## EXHIBITOR CONTRACT

Please complete and return this contract within 3 business days of receipt of confirmation of exhibit space so that your space is secured expeditiously. Failure to do so could result in loss of requested space capacity being reached in the event space.

Exhibiting Entity \_\_\_\_\_

Entity's Name as it is to appear on Booth ID Sign \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Twitter \_\_\_\_\_

Facebook \_\_\_\_\_

Instagram \_\_\_\_\_

Type of Booth (*Check All That Apply*):

- Education Materials
- Education Services
- Clothing/Jewelry

- Education Supplies
- Art/Books
- Greek Paraphernalia

- Education Equipment
- Other: \_\_\_\_\_

NOTE: Final acceptance, designation of business type, and cancellation will be at the discretion of NABSE.

Exhibitor Package Option Confirmed by NABSE: (*Selection must match exhibitor confirmation received from NABSE*)

**OPTION 1: Single Exhibitor Space \$900.**

One 8'x8' Booth

**OPTION 2: Double Exhibitor Space = \$1,800**

Two 8'x8' Booths (*limited number of corporate spaces available*)

YES  NO I would/would not like to provide a good and/or service for the NABSE drawing during the conference.

The individual signing below represents and warrants to NABSE that he or she is duly authorized to execute this contract on behalf of the company named above ("Exhibitor") and that he or she has read and understands that, if this contract is accepted by NABSE, Exhibitor agrees with and shall be bound by and subject to the terms of the Rules & Regulations and all other expectations set forth in the Exhibitors Prospectus. NABSE reserves the right to reject ANY Application for ANY reason. The issuance of a booth assignment, in response to a submitted contract, shall constitute acceptance by NABSE and a binding agreement between NABSE and Exhibitor.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

**\*Upload at [www.nabse.org](http://www.nabse.org) via Exhibitor Contract Submission ONLY after receipt of NABSE's confirmation of booth space. Submissions received prior to confirmation may result in a forfeiture of funds.**