

53rd Annual
National Alliance of Black School Educators
December 10-14, 2025 • Chicago, IL

2025 SPONSORSHIP PROSPECTUS

Empowering Excellence.
Elevating Educators.
Enriching Futures.

NABSE™



Exhibitor Information

National Alliance of Black School

Educators (NABSE) takes great pleasure in inviting you to exhibit at our 53rd Annual Conference at the Hyatt Regency Hotel in Chicago, IL, December 10-14, 2025. We are planning for more than 2500 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! Do not miss this great opportunity and register today to exhibit at NABSE!

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 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?

Review the Exhibitors Prospectus in its entirety.

STEP 1: Select an Exhibitor Option. Final designation is at the discretion of NABSE.

STEP 2: Complete and submit the 53rd Annual NABSE Conference Exhibitor Request form.

STEP 3: 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

STEP 4: Process is complete upon receipt of NABSE's written confirmation of contract acceptance.

STEP 5: Contact exhibitors@nabse.org regarding questions.

IMPORTANT DATES AND DEADLINES

September 12, 2025 –

Deadline to submit changes and/or corrections to company or product description.

September 12, 2025 –

Deadline to cancel and receive a 50% refund of total booth fees.

Subsequent cancellations are not subject to refund.

September 19, 2025 –

Deadline to submit exhibitor names and badge information.

Space Needed: ☐ Single Exhibitor Space: \$1,000 ☐ Double Exhibitor Space: \$2,100

Exhibitor Contract

Rules & Regulations and Location of Exhibits

The exhibits are in the designated Exhibit Hall within the NABSE National Conference Floorplan. Measurements are as accurate as possible, but management always reserves the right 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 to Exhibitor Request Form.

Each form is time and date stamped upon submission. Upon confirmation of available booth space, the exhibitor will have **three (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 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 **three (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.

Exhibitor Contract

Exhibitor Registration & Set-Up:

Wednesday, December 10, 2025, 1:00 pm – 6:00 pm

Exhibitor Move Out:

Saturday, December 13, 2025 2:00 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 **2:00pm, Saturday, December 13, 2025.**

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 13, 2025.** NABSE reserves the right to discard any materials left in the exhibition space.

Exhibitor Contract–Cancellation

All cancellations must be made in writing to exhibits@nabse.org. If notification is received on or before **October 17, 2025**, 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 **October 24, 2025.**

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 (**Wednesday, December 10, 2025 by 6:00 pm**) will be forfeited by the exhibitor. This space may be resold, reassigned, or used by NABSE. If 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 always remain in the sole possession and custody of the exhibitor and shall be the sole responsibility of the exhibitor. of the Exhibitor to obtain such insurance.

Exhibitor Information

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. 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/Code Adherence

All displays must meet the fire code regulations and regulations of the State and City of Atlanta, Georgia ordinances and permit requirements. Any permit and associated fees are the sole responsibility of the Exhibitor. Adherence with all State, city, NABSE and hotel production and exhibit policies are mandatory.

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 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 & 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.

Exhibitor Contract

Shipping

The Hyatt Regency Hotel Chicago offers shipping, receiving, and package handling for \$5.00.

The labeling on your packages should include:

YOUR NAME (or person claiming packages)
HOTEL GUEST ORGANIZATION NAME and **DATES OF FUNCTION, HYATT REGENCY CHICAGO, 151 EAST WACKER DRIVE, CHICAGO, IL 60601.**

Please do not put hotel contact name on package. Any package addressed to Exhibition Companies will be rejected by Commerce Concierge. Current handling fee structure, for all incoming and outgoing packages, based upon the weight of the package is as follows: Inbound | Receiving Packages up to 5 lbs \$7.00 Packages 6-20 lbs \$13.00 Packages 21-50 lbs \$24.00 Packages 51 lbs & over \$60.00 | PAGE HYATT REGENCY CHICAGO | Hotel Information Guide Skids/ Pallets \$250.00 Outbound | Shipping Packages up to 5 lbs \$7.00 Packages 6- 20 lbs \$13.00 Packages 21-50 lbs \$24.00 Packages 51 lbs & over \$60.00 Skids/ Pallets \$250.00

NOTE: These fees are subject to change.

Business Center Hours* Monday-Friday, 6am-7pm, Saturday & Sunday, 7am-4pm

*Subject to change. Business Center Phone: 312-239-4410. Hyatt Regency Chicago and Encore Business Services, a division of Encore Group (USA), LLC are not liable for safe or timely arrival of any packages sent to the hotel by or for the group. It is the group's responsibility to check on the arrival of any packages and to ensure the contents are intact.

Both Hyatt Regency Chicago and Commerce Concierge business services, a division of Hospitality Partners, accept no liability for lost, stolen, or damaged goods.

General Authority

NABSE shall have the sole authority to interpret and enforce all terms and conditions governing exhibitors and the exhibition. 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 have been deemed useful to most educators. The exhibition of such products and services does not imply or indicate NABSE's endorsement of such products and services.

Electrical Needs

For 16 tabletops or greater, GES will contract to provide any Electrical needs for exhibits at least 2-3 weeks in advance. Rental and Service charges will apply and must be paid by each exhibitor prior to service being rendered. Outside vendors are not allowed.



Exhibitor Contract

Please complete and return this contract within three (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 Supplies
 ☐ Education Equipment
 ☐ Art/Books
☐ Education Services
 ☐ Greek Paraphernalia
 ☐ Clothing/Jewelry
 ☐ 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 \$1000. One 8'x8' Booth

☐ **OPTION 2:** Double Exhibitor Space = \$2100. 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** 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.

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

- 1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

NATIONAL ALLIANCE OF BLACK SCHOOL EDUCATORS

- 2 Business name/disregarded entity name, if different from above.

- 3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) **NON-PROFIT EDUCATION ORGANIZATION - 501(c)3**

- 3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

- 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

- 5 Address (number, street, and apt. or suite no.). See instructions.

PO BOX 773247

- 6 City, state, and ZIP code

DETROIT, MI 48277-3247

- 7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type.
See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
			-				-			
or										
Employer identification number										
2	3		-	7	4	5	1	6	6	1

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person

Theresa Williams

Date

05/09/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they