

2026 NABSE ANNUAL CONFERENCE

54th Annual INTERNATIONAL CONFERENCE

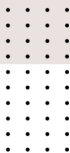
December 2-6, 2026 | Rosen Shingle Creek Hotel | Orlando, FL

2026 Exhibitor Prospectus

Where Vision Becomes Action and Action Becomes Legacy

From Vision to Victory





54th Annual National Alliance of Black School Educators

Exhibitor Information



National Alliance of Black School Educators (NABSE) takes great pleasure in inviting you to exhibit at our 54th Annual Conference at the Rosen Shingle Creek Hotel in Orlando, FL, December 2nd - 6th, 2026. We are planning for more than 2,500 participants from across North America and beyond to participate in the conference this year. It is here that you can your business, make valuable connections, and position your company as a strategic partner to educators! Do not miss this great opportunity and register 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 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 this Exhibitor Prospectus in its entirety.

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

STEP 2: Complete and submit the 54th Annual NABSE Conference [Exhibitor Request form](#)

STEP 3: Upon receipt of confirmation of approval, please complete, sign and upload the Exhibitor Contract Form via the link provided in your approval email.

STEP 4: Contact exhibitors@nabse.org regarding questions.

IMPORTANT DATE AND DEADLINE

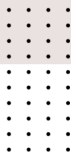
October 16, 2026

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

Subsequent cancellations are not subject to refund.

NABSE





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Exhibitor Contract



Vision & Victory

Rules and 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 Table Space

The exhibitor registration form must be completed online via the NABSE website. Following confirmation of Table 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 or purchase order.

General Exhibit Table 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. Table reservations will not be held for requests with declined credit cards. NABSE reserves the right to reassign any Table space for which full payment is not received within **three (3) business days** of notification of Table approval.

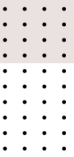
Standard Table

The standard Table 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 Table. 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 Tables is allowed on the side of Tables. 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 Table, and no liability shall attach to NABSE for the costs that may evolve upon exhibitor thereby. If any Table 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.





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Exhibitor Contract



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Exhibitor Registration & Set-Up:

Wednesday, December 2, 2026 from 1:00 pm - 7:00 pm

Exhibitor Move Out:

Sunday, December 6, 2026 from 3:30 pm - 7:00 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.

Please note: Each exhibitor must designate one contact per person per Table. It is highly recommended that each exhibit Table 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 December 5th. 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 by October 16, 2026. All monies less a service charge \$300 will be refunded with 90 days of the conclusion of the Conference. No refunds will be considered or issued after October 16, 2026.

Failure to occupy Table space does not release the exhibitor from the obligation to pay for full cost of the rental. Any exhibitor space not occupied by the closed of exhibit set-up Wednesday, December 2nd at 7:00 p.m. may be forfeited by the exhibitor. This space may be reassigned.

If flood, fire, strikes, riot, civil commotion, or other circumstances beyond the control of NABSE cause the exhibit to be cancelled, 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 Table, as is the distribution of literature or other items.

Liability Security

NABSE will secure 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 (continued)





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property shall always remain in the sole possession and custody of the exhibitor and shall be the sole responsibility of the exhibitor to obtain such insurance.

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 sales 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 Table closure and forfeiture of rental fee in addition to applicable sanctions under the law.

Sales Prohibition

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 activities of neighboring exhibitors at the conference. Operation equipment being demonstrated may not create noise levels or visual obstruction objectionable to neighboring exhibitors.

Fire Regulation/Code Adherence

All displays must meet the fire code regulations and regulations of the State and city of Orlando, Florida 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.

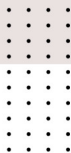
Care of Building and Equipment

Exhibitors and their agents must not injure or deface the walls of floors of the building, the Tables, or the equipment of the Tables. 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 are strictly prohibited. When such damages appear, the exhibitor is liable to the owner of the property damaged. All materials used in decoration must be flameproof. Electrical wiring must conform to the 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.





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Exhibitor Contract



Package Center

Rosen Shingle Creek offers packaging and shipping services through an in-house service located in the Convention Center. For shipping/receiving pricing information, please contact (407) 996-8580.

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 maybe 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.

Business Center

The business center is conveniently situated near our meeting areas to better serve all guest needs. To contact the business center, please dial (407) 640-6898.

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 or services.

Vision & Victory





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Exhibitor Contract



Please complete and return this contract within three 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 appears on Table/Table ID Sign: _____

Contact Person: _____

Phone Number: _____

Business Address: _____

City: _____

State/Zip: _____

Business Email: _____

**THIS FORM IS FOR
INFORMATIONAL PURPOSES
ONLY.**

**THE EXHIBITOR CONTRACT MUST
BE SUBMITTED ONLINE!**

Website: _____

Facebook: _____

Twitter: _____

Instagram: _____

Type of Business or Organization (Check All That Apply):

- | | |
|--|--|
| ☐ Education Materials | ☐ Greek Paraphernalia |
| ☐ Education Services | ☐ Clothing/Jewelry |
| ☐ Education Supplies | ☐ Art/Books |
| ☐ 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:

Option 1: Single Exhibitor Space costs \$1,500 for One 8'x8' Table - Small Businesses/Sole Proprietor ☐

Option 2: Single Exhibitor Space costs \$3,500 for One 8'x8' Tables - Corporations ☐

Option 3: Double Exhibitor Space costs \$6,000 for Two 8'x8' Tables - Corporations ☐

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 had 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 Exhibitor Prospectus. NABSE reserves the right to reject ANY application for ANY reason.

Signature

Date

Printed Name and Title

NABSE



PACKAGE SHIPPING, RECEIVING & DELIVERY INFORMATION

Package room is available for the receipt, holding and delivery of packages to guests in rooms or convention spaces. Package room will not be available to store exhibits or large crates in an effort to bypass the organizations' contracted Drayage Company. Convention and meeting materials should be identified with the name of the organization, meeting name and date of arrival. Please see example below.

Package should be labeled as follows:

Attn: Hold for "Fred D. Smith/Pet land 2019/08/15/2019"
ROSEN SHINGLE CREEK
9939 Universal Blvd
Orlando, FL 32819
Guest phone number

All package handling charges will be weighed upon arrival and will be assessed to the guestroom or Master Account when they are delivered to you as detailed below:

HANDLING FEES (RECEIVING):

Letters/Envelopes	No Charge
Boxes/Plastic Containers	\$1.00 per lb.
Pallet / Cases	\$1.00 per lb. up to 400 lbs. Max.

HANDLING FEES (SHIPPING WITH OWN ACCOUNT):

Letters/Envelopes	No Charge
Boxes	\$10.00 per piece
Luggage/Plastic Containers	\$15.00 per piece
Pallets / Cases	\$100.00 per piece

- Charges will vary depending on destination, weight, speed of delivery, etc.
- Pricing will vary for any packages shipped via the Package Room courier accounts.
- No charge for letter and envelopes under one pound.
- Package Room Management reserves the right to REFUSE boxes which are damaged during shipping, unsafe or too large.
- Parcels are accepted (5) days prior to group/guest arrival.
- Storage/Moving charges will be applied.
- Number each box and know its contents. This helps when a specific box needs to be located immediately (i.e. 1 of 2, 2 of 2).
- Payment by credit card, room charge or master account will be due prior to delivery of boxes.
- Receiving deliveries will not be accepted after 5:00pm.

PACKAGE SHIPPING:

Guest package room is located by Gatin Ballroom at the bottom of the escalator, next to the Ricoh Business Center. Rosen express offers a wide variety of package shipping services, including transporting inbound shipments sent to or outbound shipments sent from the Rosen Shingle Creek; and providing a personal service to help conference attendees return packages to their work place or home. Guests may use their own courier account for shipping via FedEx, UPS, or DHL. Please inform your Convention Services Manager of your package shipping needs. Also if you need help or have any questions, please give us a call. After Package Room hours contact Banquet Setup.

