



# 2026 NABSE ANNUAL CONFERENCE



## 54th Annual INTERNATIONAL CONFERENCE

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

2026 Organizational Prospectus

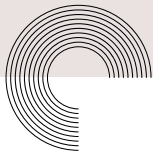
*"Where Vision Becomes Action and Action Becomes Legacy"*

*From Vision to Victory*



NABSE





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# *Vision & Victory*



**NABSE**





## Letter from the Board President

Dear Valued Partner:

For more than five decades, the National Alliance of Black School Educators (NABSE) has stood at the intersection of equity, excellence, and education. And for more than fifty years, we have held fast to a conviction that has never wavered: when Black educators thrive, Black students thrive—and when Black students thrive, communities are transformed.

That conviction is not simply our history. It is our mandate. It drives every program we build, every partnership we forge, and every leader we develop. It is what brings us together each year with greater urgency, clarity, and resolve.

The 54th NABSE Annual Conference & Dr. Deborah Wolfe Awards Gala represents the centerpiece of that work. Under the theme “From Vision to Victory,” we will convene December 2–6, 2026, in Orlando, Florida—not simply to gather, but to act. To move from inspiration to implementation, and to translate vision into meaningful, measurable progress for the students and communities we serve.

This is where leadership, influence, and innovation converge. Superintendents, university presidents, corporate partners, edtech innovators, foundation leaders, and policymakers come together around a shared mission: advancing educational outcomes at a national scale. It is where relationships are formed, ideas become initiatives, and commitments evolve into lasting impact.

NABSE is not defined by a single event. We are a year-round ecosystem that convenes, develops, advocates, and connects. Our network includes more than 4,100 members, representing over 200 school districts and reaching more than 1.5 million students across all 50 states and internationally. Leaders within our community collectively oversee more than \$40 billion in education budgets. The reach is national. The impact is generational.

Your partnership makes this possible.

When you invest in NABSE, you are not simply sponsoring an event—you are aligning with a trusted national network of decision-makers and changemakers. You gain meaningful access to leaders who shape policy, influence procurement, drive innovation, and define the future of education. More importantly, you demonstrate your organization’s commitment to advancing equity, strengthening communities, and supporting the educators who make transformation possible.

The enclosed prospectus provides a comprehensive view of this work—from our signature conference to our year-round programming and partnership opportunities designed to create sustained visibility, engagement, and impact.

We invite you to join us in Orlando. To stand with us. To partner with us. And to be part of what we are building—together.

From Vision to Victory.

Sincerely,

*Dr. Kimberley McLeod*  
Dr. Kimberley McLeod  
Board President, NABSE



# Vision to Victory





Scan the QR code to register today!



**54th  
NABSE  
ANNUAL**  
INTERNATIONAL CONFERENCE  
ORLANDO, FLORIDA

# FROM VISION TO VICTORY

Where Vision Becomes Action  
and Action Becomes Legacy



**LEAD. CONNECT. INSPIRE. TRANSFORM.**  
*Empowering leaders. Strengthening communities. Building legacy.*

**ENGAGING SESSIONS**  
Powerful keynote speakers and timely breakout sessions.

**NETWORK & CONNECT**  
Build meaningful relationships with leaders and peers.

**PRACTICAL STRATEGIES**  
Gain tools and insights you can apply immediately.

**CELEBRATE EXCELLENCE**  
Join us for luncheons and the prestigious Awards Gala.

**DECEMBER 2-6, 2026**  
ROSEN SHINGLE CREEK HOTEL  
ORLANDO, FLORIDA

**PROPOSAL SUBMISSIONS OPEN**  
MARCH 1 - JUNE 1, 2026

Share your expertise.  
Inspire our future.



**REGISTER OR SUBMIT  
YOUR PROPOSAL TODAY!**

**NABSE.ORG**

**TOGETHER,  
WE BUILD LEGACY.  
WE DRIVE CHANGE.  
WE WIN.**

**NABSE 2026 CONFERENCE REGISTRATION INCLUDES**  
admission to all conference sessions, networking events,  
luncheons, and the Awards Gala.

[f](#) [in](#) [@](#) [X](#) #NABSE2026

# NABSE





# NABSE

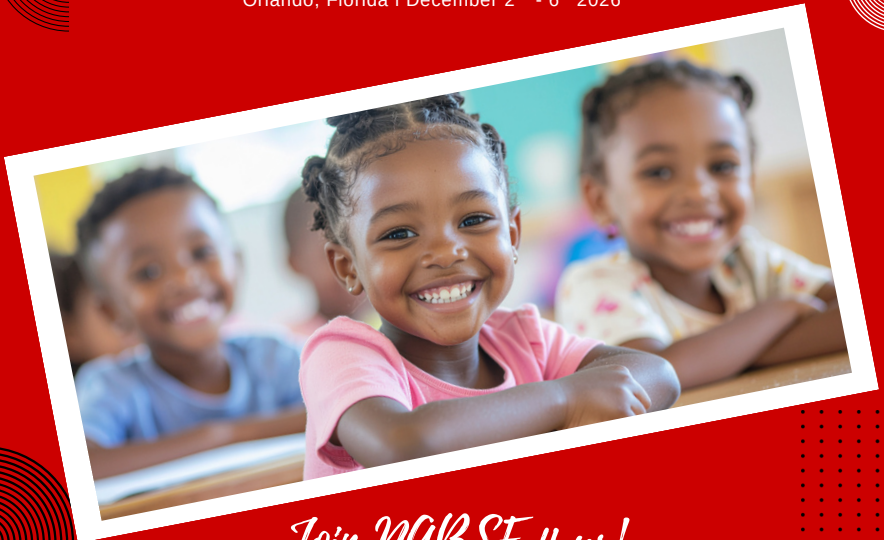
NATIONAL ALLIANCE OF BLACK SCHOOL EDUCATORS



## *From Vision to Victory*

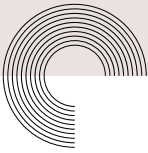
*Where Vision Becomes Action and Action Becomes Legacy*

Orlando, Florida | December 2<sup>nd</sup> - 6<sup>th</sup> 2026



*Join NABSE 4 us!*

[www.nabse.org](http://www.nabse.org)



## Who We Are

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NABSE is one of the nation's leading professional associations for Black educators, serving a diverse ecosystem of members, institutions, and mission-aligned partners across the United States.

## Mission & Vision

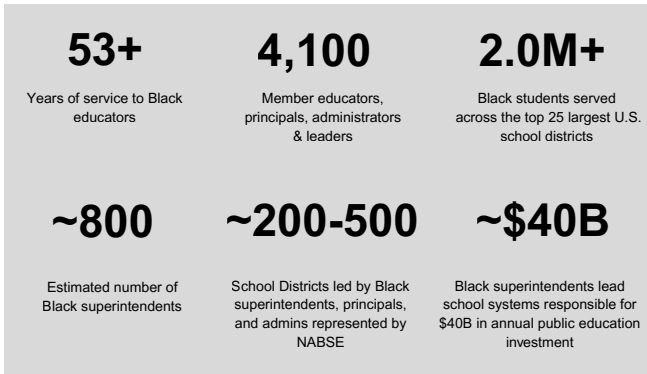
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NABSE's mission is to enhance the educational experiences and accomplishments of African American youth by expanding and developing the capacity of Black educators. Our vision is a world where every Black student has access to empowered, prepared, and supported Black educators.

## Our Influence & Reach

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NABSE's reach and sphere of influence spans 50 years, directly serving millions of students, and Blacks in leadership roles representing districts.



*Estimates based on national education benchmarks and NABSE network representation; figures reflect system-level reach and influence. Source: NCES*



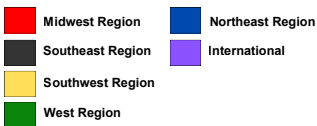


## Who We Are

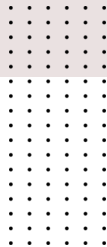
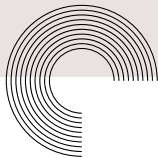
NABSE is one of the nation's leading professional associations for educators, serving a diverse ecosystem of members, institutions, and mission-aligned partners across the United States and internationally.

International affiliations include Canada, Bermuda, Virgin Islands, and Nigeria.

### NABSE Geographic Footprint



NABSE



## Why Partner with NABSE

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Partnering with NABSE is a strategic decision — one that connects your organization to a credible, mission-aligned institution with deep roots in the educational equity landscape.

## For Institutional & Corporate Members

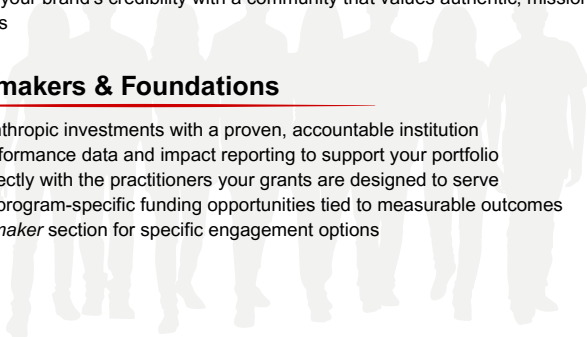
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- Access a concentrated network of senior educators, district leaders, and university administrators
- Demonstrate commitment to educational equity in a credible, substantive setting
- Shape conversations at the intersection of policy, practice, and innovation in education
- Gain year-round visibility among NABSE's national membership base
- Strengthen your brand's credibility with a community that values authentic, mission-aligned partnerships

## For Grantmakers & Foundations

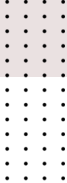
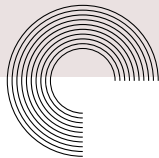
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- Align philanthropic investments with a proven, accountable institution
- Access performance data and impact reporting to support your portfolio
- Engage directly with the practitioners your grants are designed to serve
- Co-design program-specific funding opportunities tied to measurable outcomes
- See *Grantmaker* section for specific engagement options



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## Impact and Reach

NABSE's annual conference is the most significant gathering of education leaders in the country. Your partnership places your organization at the heart of a high-influence, high-engagement environment.

## Conference at a Glance

- Access a concentrated network of senior educators, district leaders, and university administrators
- Demonstrate commitment to educational equity in a credible, substantive setting
- Shape conversations at the intersection of policy, practice, and innovation in education
- Gain year-round visibility among NABSE's international membership base
- Strengthen your brand's credibility with a community that values authentic, mission-aligned partnership

2026 NABSE Conference Details (Orlando, Florida)	
<b>Total Attendees</b>	2,200-2,500 Educators, Administrators, and Partners
<b>Keynote &amp; General Session Reach</b>	2 General Sessions, President's Address, and a Master Class
<b>Breakout Sessions</b>	120-130
<b>Exhibitor Hall Traffic</b>	1,000+ Individuals
<b>Gala Attendance</b>	500 guests at the Annual Awards Gala
<b>Social Media</b>	200,000 estimated impressions across all platforms
<b>Geographic Diversity</b>	Attendees from 50 states and other countries

## Audience Profile

- School superintendents and district leadership
- University presidents, deans, and higher education administrators
- K-12 principals and curriculum leaders
- Edtech companies, software developers, and education innovators
- State and federal education policy stakeholders
- Philanthropists, foundation officers, and grantmakers

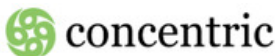




## **In Good Company**

NABSE's annual conference is the most significant gathering of education leaders in the country. Your partnership places your organization at the heart of a high-influence, high-engagement environment. Partner with us today!

**Curriculum  
Associates**



**21stCentury**ed.

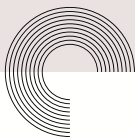


**SAVVAS**  
LEARNING COMPANY



**Houghton Mifflin Harcourt.**





## Event Exposure and Visibility

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NABSE's conference programming spans four days of plenary sessions, breakout workshops, networking events, an exhibitor hall, and the flagship annual gala. Partners are woven into the fabric of the experience — not treated as peripheral sponsors.

## Conference Programming

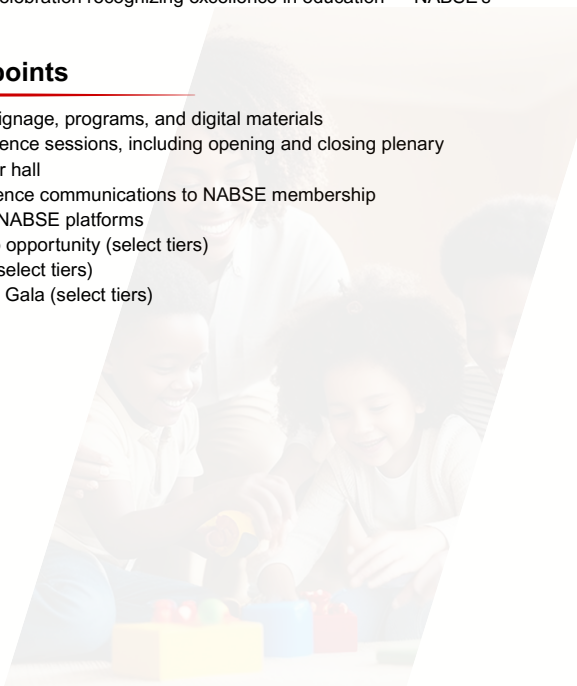
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- **Opening Plenary:** Keynote address, leadership welcome, and mission-setting for the conference
- **Breakout Sessions:** Content-led workshops across tracks including leadership, equity, edtech, and policy
- **Exhibitor Hall:** High-traffic, open-format space for partner visibility and direct engagement
- **Networking Receptions:** Curated evening events that bring together attendees and partners in relaxed settings
- **Annual Gala:** Black-tie awards celebration recognizing excellence in education — NABSE's signature event

## Partner Visibility Touchpoints

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- Logo placement on conference signage, programs, and digital materials
- Recognition in an array of conference sessions, including opening and closing plenary
- Branded presence in the exhibitor hall
- Inclusion in pre- and post-conference communications to NABSE membership
- Social media recognition across NABSE platforms
- Co-branded session or workshop opportunity (select tiers)
- Speaking or panel participation (select tiers)
- Named recognition at the Annual Gala (select tiers)



# Annual Conference Sponsorship Opportunities

NABSE





## Annual Conference Sponsorship & Tiers (1 of 2)

NABSE offers a structured tier system designed to match your organization's level of engagement and investment. All tiers include membership-level access and year-round organizational recognition.

<b>Diamond Partner   Investment: \$50,000</b>	
Presenting Sponsor Recognition	Year-round logo placement on NABSE Website
Premium Exhibit Hall Placement (Double Table)	Full Table Reserved at the Gala (10 Seats)
Featured Logo on Conference Materials (Digital & Print)	Dedicated feature in NABSE membership communications (Pre & Post Conference)
General Session Introduction	Speaking Opportunity at a designated Plenary or Breakout Session
Conference Program Recognition (Full Page)	Recognition in two NABSE member communications
10 Complimentary Conference Registrations	Year-round Logo Placement on NABSE Website

<b>Platinum Partner   Investment: \$25,000</b>	
Named Co-Sponsor of a Conference Plenary Session	(5) Complimentary Conference Registrations
Standard Exhibitor Hall Placement	Half-table reserved at Gala (5 Seats)
Logo on Conference Materials & Digital Platforms	Recognition in two NABSE member communications
Full-Page Recognition in Conference Program	Year-round Logo Placement on NABSE Website
Conference Program Recognition (Full Page)	



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## Annual Conference Sponsorship & Tiers (2 of 2)

NABSE offers a structured tier system designed to match your organization's level of engagement and investment. All tiers include membership-level access and year-round organizational recognition.

<b>Gold Partner   Investment \$15,000</b>	
Named Sponsor of a Breakout Session or Networking Event	Complimentary Conference Registrations (4)
Exhibitor Table in Conference Hall	Gala Tickets (2)
Logo on Select Conference Materials	Recognition in one NABSE member communication
Half-Page Recognition in Conference Program	

<b>Silver Partner   Investment \$7,500</b>	
Exhibitor Table in Conference Hall	Complimentary Conference Registrations (2)
Half-Page Recognition in Conference Program	Gala Tickets (2)
Name Listed in Conference Program	Opportunity to Present in a Breakout Session

<b>Bronze Partner   Investment \$5,000</b>	
Exhibitor Table in Conference Hall	Complimentary Conference Registrations (2)
Half-Page Recognition in Conference Program	Gala Tickets (2)
Name Listed in Conference Program	Opportunity to Present in a Breakout Session

*Custom packages are available. Please contact the NABSE Partnership Office to discuss tailored options.*



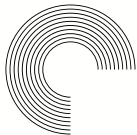


## Annual Conference Value & Benefits Matrix

This matrix details benefits for the NABSE International Annual Conference. The benefits for the Superintendent's Leadership Summit, National Teacher's Institute, and Signature Programs follows a proportional structure.

Value Driver	Diamond \$50,000	Platinum \$25,000	Gold \$15,000	Silver 7,500	Bronze \$5,000
<b>BRAND VISIBILITY</b>					
Logo on Conference Webpage	✓	✓	✓	✓	✓
Logo on Printed Program	✓	✓	✓	✓	✓
Logo on Conference Mobile	✓	✓	✓	✓	✓
Logo on Conference Signage	✓	✓	✓	—	—
Logo on attendee name badges	✓	✓	✓	—	—
Logo size/placement priority	Largest	Large	Medium	Small	Listed
<b>RECOGNITION &amp; MARKETING</b>					
Social Media Recognition	10	6	4	2	1
E-Newsletter features	1 year	6 months	3 months	1 month	—
Verbal Recognition at General Sessions	✓	✓	—	—	—
Video Tribute/Plenary Welcome (Hosted)	✓	✓	—	—	—
<b>ACCESS &amp; HOSPITALITY</b>					
Complimentary Conference Registrations	10	5	4	2	1
Awards Banquet Tickets	10	5	4	2	1
VIP Reception/Presidential Dinner	✓	✓	✓	—	—
Complimentary Exhibit Table Upgrade	✓	—	—	—	—
Exhibit Table/Table Included	Premium	Select	Standard	Standard	Standard

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## Annual Conference Value & Benefits Matrix

This matrix details benefits for the NABSE International Annual Conference. The benefits for the Superintendent's Leadership Summit, National Teacher's Institute, and Signature Programs follows a proportional structure.

Value Driver	Diamond \$50,000	Platinum \$25,000	Gold \$15,000	Silver 7,500	Bronze \$5,000
<b>Access &amp; Recognition</b>					
Breakout Session/Workshop Sponsorship	✓	✓	✓	✓	✓
Full-Page Ad in Conference Program	✓	✓	Half	Quarter	Listed
Pre & Post-Event Attendee List (Opt-in)	✓	✓	✓	—	—
General Session Speaking Opportunity	✓	✓	—	—	—
<b>Diamond Club</b>					
Exclusive Naming Rights to Signature Event	✓	—	—	—	—
Private Dinner with NABSE Leadership	✓	—	—	—	—
Year-Round Logo on NABSE Website	✓	—	—	—	—
Board-Level Strategic Advisory Invitation	✓	—	—	—	—

Custom packages are available. Please contact the NABSE Partnership Office to discuss tailored options.



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NATIONAL ALLIANCE OF BLACK SCHOOL EDUCATORS

# Signature Programming



## Superintendent Leadership Summit (SLS)

### Why Support the Annual Superintendent Leadership Summit?

The Annual Superintendent Leadership Conference convenes district leaders from across the country to explore innovative strategies, strengthen leadership practice, and address the evolving challenges facing K–12 education. The conference is designed to foster meaningful dialogue, collaboration, and solution-focused learning that improves outcomes for students, families, and communities. Sponsorship of signature events provides partners with a unique opportunity to support educational leadership while engaging directly with superintendents and district decision-makers.

Program Offering	Event Description	Key Sponsor Benefits	Tier 4 \$15,000	Tier 3 \$10,000	Tier 2 \$7,500	Tier 1 \$5,000
<b>Welcome Reception &amp; Activities</b>	Opening networking event to welcome superintendents and district leaders to the conference.	Opening remarks, branded signage, recognition in program, opportunity to network with all attendees, and space for individual meetings.	✓	✓	✓	✓
<b>Superintendent Roundtable</b>	Small-group discussions led by superintendents around priority topics such as AI in education, workforce development, and student outcomes.	Hosted table, discussion facilitation opportunity, branded table materials.	✓	✓	✓	—
<b>Superintendent Policy Forum</b>	Moderated panel discussion featuring superintendents and policy experts addressing national education policy and leadership challenges.	Sponsor recognition, opening remarks, branding on policy session materials.	✓	✓	—	—
<b>Superintendent Executive Dinner</b>	Intimate dinner for superintendents and senior district leaders featuring a fireside chat with a national education leader.	VIP host recognition, private networking access, premium brand placement.	✓	—	—	—
<b>Future of Education Keynote Experience</b>	Main stage keynote session exploring the future of K–12 education, innovation, and leadership.	Keynote sponsor recognition opportunity throughout keynote session. Reserved seating for dinner.	✓	—	—	—





# National Teacher Institute (NTI)

## Why Support the National Teacher Institute?

The National Teacher Institute convenes a diverse cohort of educators from across the country who are committed to strengthening and reaffirming commitment to the teaching profession while improving student outcomes. Through collaborative dialogue, professional learning, and reflective practice, NTI equips teachers with strategies to address learning loss, strengthen cross-cultural communication, and support the social-emotional realities of both students and educators.

With participation intentionally limited to 100 educators, NTI offers a highly curated, four-day institute designed to foster deep engagement, authentic collaboration, and meaningful professional growth. Partner support enables equitable access for educators across diverse school communities, ensuring that financial barriers do not limit participation. In doing so, partners play a direct role in advancing teacher development and driving lasting impact in classrooms, schools, and communities nationwide.

Program Offering	Event Description	Key Sponsor Benefits
<b>NTI Welcome Dinner</b>	A Sunday afternoon event that welcomes registrants, provides the mission and overview of the NTI experience, and features a keynote speaker.	
<b>Get Acquainted Reception</b>	An informal non-alcoholic event featuring heavy hor d'oeuvres provides an opportunity for registrants to reflect upon their first full-day NTI experience and network with each other.	
<b>Deep Dive Instructional Seminars</b>	In-depth facilitated exploration of best instructional practices in 3-5 specific content areas (e.g. literacy, numeracy, project-based learning, AI/technology) These sessions are offered in a series of 90 minute to 2.5 hour time blocks.	
<b>Featured Speaker Series</b>	Exemplary educators, authors, researchers sharing timely topics impacting K-12 education in a 35-45 minute presentation with additional time for Q & A.	
<b>Teacher Recognition Luncheon</b>	The closing NTI session including a meal, the awarding of CEU certificates and a brief motivational message from a keynote speaker.	

Level	Investment	Title	What It Supports	Program Impact
<b>Tier 1</b>	<b>\$25,000</b>	National Investment Partner	Teacher Fellowships + Institute Experience	Funds teachers to attend NTI with full support (registration, lodging, meals, and program access).
<b>Tier 2</b>	<b>\$15,000</b>	Institute Program Partner	Instructional Seminars + Series	Supports expert-led training, sessions, and speakers that make up the NTI learning experience.
<b>Tier 3</b>	<b>\$10,000</b>	Teacher Access Partner	Scholarships + Core Experience	Helps teachers offset costs so they can attend and participate in NTI.

***Your investment does not purchase access to teacher - it directly expands access for teachers.***



# NABSE Signature Partnership Program

## NABSE Signature Partnership Program

The NABSE Signature Partnership Program is designed for organizations seeking sustained, year-round engagement with NABSE's national leadership ecosystem. Unlike traditional conference sponsorships, which are primarily event-centered and transactional, the Signature Partnership Program establishes enterprise-level relationships centered on executive engagement, thought leadership, communications visibility, and mission-aligned collaboration across NABSE's premier programs and convenings.

Designed for a select group of organizations, the program combines premium conference recognition, strategic access, and year-round engagement opportunities that extend beyond a single event experience. Signature Partners are not peripheral to NABSE's work — they are recognized as strategic contributors to advancing educational excellence nationwide.

### Three Tiers of Engagement

#### Signature Partner — \$100,000 | Limited to 3 organizations

The Signature Partner tier represents NABSE's highest level of year-round engagement, providing organizations with comprehensive access to NABSE's premier programs, leadership convenings, and national network. Signature Partners receive premium Annual Conference recognition and engagement benefits, access to the Dr. Deborah Wolfe Awards Gala, the Superintendent's Leadership Summit, the National Teacher Institute, and the Black Women's Superintendent Academy.

Signature Partners also receive access to the Commission Webinar Series — a virtual thought leadership platform featuring NABSE commission leaders and national education voices — including sponsor recognition throughout the series and an opportunity to present or co-present during a designated session. Year-round communications visibility is included at the highest level.

#### Premier Partner — \$60,000 | Limited to 5 organizations

Premier Partners receive premium Annual Conference recognition and engagement benefits, access to the Dr. Deborah Wolfe Awards Gala, the Superintendent's Leadership Summit, and the National Teacher Institute. This tier is designed for organizations seeking meaningful engagement with educational leaders, classroom practitioners, and national decision-makers across NABSE's highest-impact programs and convenings.

Premier Partners also receive access to the Commission Webinar Series, including sponsor recognition throughout each session, along with year-round communications visibility and engagement opportunities.

#### Program Partner — \$35,000 | Limited to 8 organizations

Program Partners receive enhanced Annual Conference recognition and engagement benefits, access to the Dr. Deborah Wolfe Awards Gala, and the National Teacher Institute — NABSE's national convening focused on strengthening instructional practice and advancing student outcomes.

Program Partners also receive access to the Commission Webinar Series, providing ongoing visibility and connection to NABSE's leadership community throughout the program year. Year-round communications visibility is included at the foundational level.

#### Year-Round Communications — All Tiers

Partnership with NABSE does not end when a program concludes. All three Signature Partnership tiers include year-round brand presence across NABSE's digital communications ecosystem — social media recognition, e-newsletter features, and targeted email campaigns that keep your organization visible and mission-aligned in front of NABSE's national membership continuously. This is a low-friction, high-frequency engagement channel that extends the value of your partnership well beyond any single event or convening. Volume and placement priority scale by tier and are detailed in the program access matrix that follows.

#### Commission Webinar Series — All Tiers

The Commission Webinar Series is a virtual thought leadership program convened throughout the year, featuring NABSE's commission leaders and nationally recognized education voices. All Signature Partnership tiers include access to the series, ensuring that engagement with NABSE's intellectual community is not limited to in-person events. Each tier includes sponsor logo and name placement throughout the sessions. Signature Partners receive an opportunity to present, co-present, or contribute at a designated session during the program year, deepening their visibility as a thought leader within NABSE's national network.





## NABSE Signature Partnership Program

The following table summarizes program access and headcount allocations for each Signature Partnership tier. For a full description of each program and the Signature Partnership model, see the preceding page. Unlike traditional conference sponsorships, the Signature Partnership Program is designed as a year-round enterprise partnership model that combines conference visibility, strategic access, thought leadership, communications exposure, and sustained engagement across NABSE's national ecosystem.

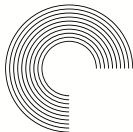
### NABSE Signature Partnership Program — Program Access Summary

<p><b>Signature Partner</b>  <b>\$100,000</b>  <i>Limited to 3 organizations</i></p>	<p>Full access to all NABSE signature programs. The deepest, most comprehensive engagement available with NABSE's national programs and leadership community. The partner will be recognized as a Signature Partner at all of the following events, and will include the sponsorship packages below:</p> <ul style="list-style-type: none"> <li>• Diamond-level Sponsorship at the International Annual Conference</li> <li>• International Annual Conference — 10 Conference Registrations included</li> <li>• Dr. Deborah Wolfe Awards Gala — 10 Gala Award seats</li> <li>• Tier 4 Level Superintendent's Leadership Summit — 3 Executive Access Passes</li> <li>• Tier 1 Level National Teacher Institute — 4 Executive Access Passes</li> <li>• Black Women's Superintendent Academy — 2 Executive Access Passes</li> <li>• Commission Webinar Series — logo visibility + presenter opportunity</li> <li>• Year-Round Communications — full package</li> </ul>
<p><b>Premier Partner</b>  <b>\$60,000</b>  <i>Limited to 5 organizations</i></p>	<p>Access to NABSE's two highest-impact leadership programs alongside the full Annual Conference experience and year-round organizational recognition. The partner will be recognized as a Premier Partner at all of the following events, and will include the sponsorship packages below:</p> <ul style="list-style-type: none"> <li>• Platinum-level Sponsorship at the International Annual Conference</li> <li>• International Annual Conference — 6 Conference Registrations included</li> <li>• Dr. Deborah Wolfe Awards Gala — 6 Gala Award seats</li> <li>• Tier 4 Level Superintendent's Leadership Summit — 2 Executive Access Passes</li> <li>• Tier 2 Level National Teacher Institute — 3 Executive Access Passes</li> <li>• Commission Webinar Series — logo visibility + presenter opportunity</li> <li>• Year-Round Communications — standard package</li> </ul>
<p><b>Program Partner</b>  <b>\$35,000</b>  <i>Limited to 8 organizations</i></p>	<p>Meaningful engagement with NABSE's national educator community and full conference-level visibility through the Annual Conference and NTI. The partner will be recognized as a Program Partner at all of the following events, and will include the sponsorship packages below:</p> <ul style="list-style-type: none"> <li>• Gold-level Sponsorship at the Annual Conference</li> <li>• International Annual Conference — 4 Conference Registrations included</li> <li>• Dr. Deborah Wolfe Awards Gala — 4 Gala Award seats</li> <li>• Tier 2 Level Sponsorship at the Superintendent's Leadership Summit — 1 Executive Access Pass</li> <li>• Tier 3 Level National Teacher Institute — 2 Executive Access Passes</li> <li>• Commission Webinar Series — logo visibility + presenter opportunity</li> <li>• Year-Round Communications — base package</li> </ul>

*Signature Partnership tiers include premium Annual Conference branding, recognition, and engagement benefits aligned to each partnership level. These benefits are designed to complement NABSE's year-round partnership model and should not be interpreted as direct sponsorship package equivalencies.*



**NABSE**



## NASBE Signature Partnership – Program Access Matrix

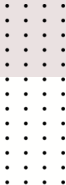
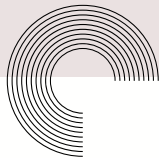
Signature Partnership tiers are structured to provide integrated year-round engagement across NABSE's leadership ecosystem and are not intended to function as direct sponsorship package equivalencies.

Program/Benefit	Signature Partner \$100,000 <i>Max 3 organizations</i>	Premier Partner \$60,000 <i>Max 5 organizations</i>	Program Partner \$35,000 <i>Max 8 organizations</i>
<b>Conference &amp; Events</b>			
International Annual Conference	10 <i>Registrations</i>	6 <i>Registrations</i>	4 <i>Registrations</i>
Dr. Deborah Wolfe Awards Gala	10 <i>Seats</i>	6 <i>Seats</i>	4 <i>Seats</i>
<b>Signature Programs (All Signature Partners will be recognized in program materials and promotions for visibility.)</b>			
Superintendent's Leadership Summit	3 <i>Executive Access Passes</i>	2 <i>Executive Access Passes</i>	1 <i>Executive Access Passes</i>
National Teacher Institute (NTI) <i>Capped at 100 educators</i>	4 <i>Executive Access Passes</i>	3 <i>Executive Access Passes</i>	2 <i>Executive Access Passes</i>
Black Women's Superintendent Academy	2 <i>Executive Access Passes</i>	—	—
<b>Virtual &amp; Year-Round Engagement</b>			
Commission Webinar Series - All Tiers <i>Logo &amp; name visibility throughout each session</i>	✓ <b>+ Present or Co-Present</b>	✓ <b>+ Featured Recognition</b>	✓ <b>Logo/Name Visibility</b>
Social Media Recognition	10+ Post/years	6 Posts/years	3 Months
E-Newsletter Feature	12 Months	6 Months	3 Months
Targeted Email Campaign	2 Per Year	1 Per Year	—
Thought Leadership <i>(i.e., Financial Literacy, Teacher Wellness, or AI)</i>	2 Per Year	1 Per Year	—

Custom packages are available. Please contact the NABSE Partnership Office to discuss tailored options.

**NABSE**





## For Grantmakers & Foundations

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NABSE recognizes that grantmakers operate under a distinct framework — one oriented toward impact, accountability, and strategic alignment rather than transactional sponsorship. This section is designed specifically for foundations, government agencies, and philanthropic investors.

### Why Invest in NABSE?

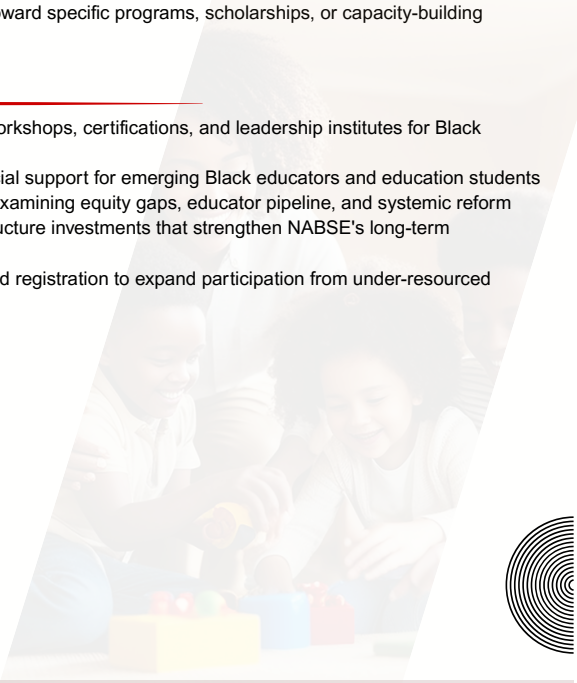
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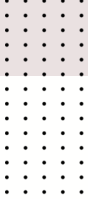
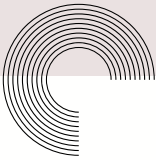
- NABSE has a 53-year track record of organizational stability and mission consistency
- Our programs directly serve the educators who teach the students your grants are designed to reach
- We offer transparent impact reporting and ongoing donor stewardship
- Grant funding can be directed toward specific programs, scholarships, or capacity-building initiatives

### Funding Focus Areas

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- **Professional Development:** Workshops, certifications, and leadership institutes for Black educators
- **Scholarship Programs:** Financial support for emerging Black educators and education students
- **Research & Policy:** Initiatives examining equity gaps, educator pipeline, and systemic reform
- **Institutional Capacity:** Infrastructure investments that strengthen NABSE's long-term sustainability
- **Conference Access:** Subsidized registration to expand participation from under-resourced districts





## Grantmaker Engagement Options

Funding Type	Typical Investment	Description
Program-Specific Grant	\$25,000-\$100,000	Directed funding tied to a named NABSE initiative with dedicated impact reporting
Scholarship Endowment	\$50,000-\$250,000	Named scholarship fund supporting Black educator pipeline development
Conference Access Fund	\$10,000-\$50,000	Subsidizes registration for educators from under-resourced schools and districts
Research Partnership	\$50,000-\$75,000	Co-funded research on equity, educator effectiveness, or the Black educator pipeline
Capacity Building Grant	\$25,000-\$150,000	Unrestricted or capacity-directed support for NABSE's organizational infrastructure

## Stewardship & Reporting

NABSE is committed to responsible stewardship of philanthropic investment. Grantmakers receive:

- A formal grant agreement with stated deliverables and timelines
- Mid-cycle and year-end impact reports
- Invitations to site visits, conference programming, and impact presentations
- Named recognition in NABSE's annual report and conference materials
- Direct access to NABSE program staff for ongoing partnership dialogue



**NABSE**

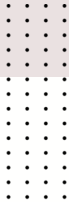
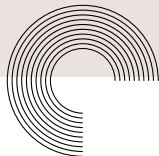


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NATIONAL ALLIANCE OF BLACK SCHOOL EDUCATORS

# Summary of Brand & Visibility Benefits





## Summary of Benefits

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Partnership with NABSE extends well beyond the four days of the annual conference. Your organization's alignment with our mission is communicated to our membership year-round through multiple channels.

### Digital & Communications

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- Logo placement on the NABSE website partner page (year-round)
- Featured recognition in the NABSE monthly e-newsletter
- Social media spotlight post(s) across NABSE platforms
- Inclusion in conference email campaigns reaching full NABSE membership
- Co-branded digital assets available for partner's own channels

### On-Site at the Conference Center

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- Logo on conference signage, banners, and stage materials
- Recognition in printed conference program distributed to all attendees
- Exhibitor hall presence with dedicated branded space
- Verbal recognition during plenary sessions (select tiers)
- Branded swag or materials included in attendee welcome kits (select tiers)

### At the Dr. Deborah Wolfe Awards Gala

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- Logo in gala program and event materials
- Recognition from the stage during gala proceedings
- Reserved seating at designated partner tables
- Named presenting recognition for Platinum-level partners

### Publications & Annual Report

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- Partner recognition in NABSE's annual impact report
- Opportunity to contribute a partner statement or message (select tiers)
- Inclusion in any conference recap publications or post-event communications

### Sponsors Opportunity to the Exhibit

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- Exhibiting at NABSE connects your organization with the most influential network of Black educational professionals in the country — decision-makers who purchase, recommend, and implement curriculum, technology, services, and programs at the school, district, and institutional levels.






# The Annual Conference & Dr. Deborah P. Wolfe Awards Gala

## 54th NABSE Annual Conference

### “From Vision to Victory”

Where Vision Becomes Action and Action Becomes Legacy  
December 2nd–6th, 2026 | Rosen Shingle Creek Hotel | Orlando, FL



The NABSE Annual Conference & Dr. Deborah P. Wolfe Awards Gala is the most celebrated evening of the conference year—an elegant, high-energy event honoring the educators, leaders, and institutions that have advanced excellence in Black education. Held each December, the Gala brings together NABSE’s most distinguished members, award recipients, and the organization’s most committed institutional partners.

Gala sponsorship places your organization’s name and brand at the center of the most visible, emotionally resonant moment of the NABSE conference experience—the evening most attendees remember, photograph, and share.



#### On-Site at the Conference Center

- **Event:** The 54th NABSE Annual Conference & Dr. Deborah P. Wolfe Awards Gala
- **Theme:** “From Vision to Victory” — Where Vision Becomes Action and Action Becomes Legacy
- **Dates:** December 5<sup>th</sup>, 2026
- **Venue:** Rosen Shingle Creek Hotel, 9939 Universal Blvd, Orlando, FL 32819
- **Expected Attendance:** 1,500-2,500 guests including conference attendees, award recipients, and VIP guests

#### What Happens at the Gala

- **Awards Ceremony:** Presentation of NABSE’s highest honors, including Educator of the Year, Distinguished Service, and Lifetime Achievement
- **Keynote & Entertainment:** Featured remarks from a nationally recognized speaker and live musical or cultural performances
- **Dinner & Networking:** Seated dinner providing extended face time between sponsors, NABSE leadership, and senior educational professionals
- **Partner Recognition:** Formal acknowledgment of sponsors from the podium, with logo presence on screens and in printed programs throughout the evening
- **VIP Reception:** Pre-Gala VIP reception exclusive to Diamond and Platinum sponsors, award recipients, and NABSE board members



# How to Partner - Conference Sponsorship Commitment Form

Please complete and return this form to confirm your partnership with NABSE.

## Organization Information:

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Business Address: \_\_\_\_\_

State/Zip: \_\_\_\_\_

City: \_\_\_\_\_



## Sponsorship Level Selection:

Please select one sponsorship level:

Diamond Partner Investment: \$ \_\_\_\_\_

Platinum Partner Investment: \$ \_\_\_\_\_

Gold Partner Investment: \$ \_\_\_\_\_

Silver Partner Investment: \$ \_\_\_\_\_

Bronze Partner Investment: \$ \_\_\_\_\_

Custom / Other Investment: \$ \_\_\_\_\_

**Total Amount:** \$ \_\_\_\_\_

## Interested in supporting NABSE at any level?

Individual and general contributions are welcomed and tax-deductible. Visit [nabse.org/give](http://nabse.org/give) or contact the Partnership Office to learn more.



**NABSE**



# How to Partner - Signature Partnership Commitment Form

Please complete and return this form to confirm your partnership with NABSE.

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## Organization Information:

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Business Address: \_\_\_\_\_

State/Zip: \_\_\_\_\_

City: \_\_\_\_\_



## Sponsorship Level Selection:

Please select one sponsorship level:

Signature Partner Investment: \$ \_\_\_\_\_

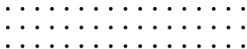
Premier Partner Investment: \$ \_\_\_\_\_

Program Partner Investment: \$ \_\_\_\_\_

**Total Amount:** \$ \_\_\_\_\_

## Interested in supporting NABSE at any level?

Individual and general contributions are welcomed and tax-deductible. Visit [nabse.org/give](http://nabse.org/give) or contact the Partnership Office to learn more.



**NABSE**



## Payment Options – Information available on website

Please complete and return this form to confirm your partnership with NABSE.

### Organization Information:

Please select your preferred payment method:

**Credit Card** (A secure payment link will be sent upon receipt of this form. Do not include card details here.)

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ACH / Electronic Bank Transfer** (Banking details provided upon request)

**Check** (Payable to: NABSE)

### Submit This Form To:

#### NABSE Sponsorship Office

PO Box 773247, Detroit, Michigan

Phone: (833) 762-2731

Email: [info@nabse.org](mailto:info@nabse.org)



NABSE is a 501(c)3 tax-exempt nonprofit educational organization. All donations are tax deductible.

NABSE

## Next Steps

Please complete and return this form to confirm your partnership with NABSE.

### How to Engage:

- **Step 1:** Review this guide and identify the tier or funding focus area that best aligns with your goals
- **Step 2:** Contact the NABSE Partnership Office to confirm availability and discuss any custom options
- **Step 3:** Complete a formal partnership agreement
- **Step 4:** Begin the partnership journey — your team is introduced to NABSE program staff and logistics contacts

### Contact Information:

#### NABSE Partnership Office

Phyllis Williams, Executive Director

[executivedirector@nabse.org](mailto:executivedirector@nabse.org)

Phone: (945) 324-0265

[www.nabse.org](http://www.nabse.org)

Niles R. Wadley, Director of Finance and Engagements

[partnerships@nabse.org](mailto:partnerships@nabse.org)

(216) 650-5383

[www.nabse.org](http://www.nabse.org)

### Not ready for a formal sponsorship?

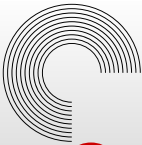
NABSE welcomes individual contributions and general donations at any level. Every gift supports our mission to advance Black educational excellence. NABSE is a 501(c)3 tax-exempt organization — all contributions are tax-deductible. Visit [nabse.org/give](http://nabse.org/give) or contact us at [info@nabse.org](mailto:info@nabse.org).

## Education is a Civil Right.

National Alliance of Black School Educators | [nabse.org](http://nabse.org)



NABSE



# 2026 NABSE ANNUAL CONFERENCE



## 54th Annual INTERNATIONAL CONFERENCE

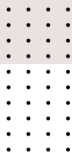
December 2-6, 2026 | Rosen Shingle Creek Hotel | Orlando, FL

### 2026 Exhibitor Prospectus

*Where Vision Becomes Action and Action Becomes Legacy*

*From Vision to Victory*





54<sup>th</sup> 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 54<sup>th</sup> Annual Conference at the Rosen Shingle Creek Hotel in Orlando, FL, December 2<sup>nd</sup> - 6<sup>th</sup>, 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 54<sup>th</sup> 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](mailto:exhibitors@nabse.org) regarding questions.

## **IMPORTANT DATE AND DEADLINE**

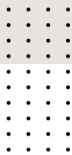
**October 16, 2026**

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

**Subsequent cancellations are not subject to refund.**

**NABSE**





54<sup>th</sup> Annual National Alliance of Black School Educators

# 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.

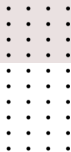
### Standard Table

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.





54<sup>th</sup> Annual National Alliance of Black School Educators

# Exhibitor Contract



*Vision & Victory*

## 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](mailto: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.

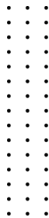
If flood, fire, strikes, riot, civil commotion, or other circumstances beyond the control of NABSE cause the exhibit to be cancelled, full refund of the exhibit rental fees will be made.

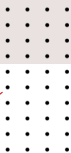
### Use of Space

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)





# Exhibitor Contract



property shall always remain in the sole possession and custody of the exhibitor and shall be the sole responsibility of the 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.

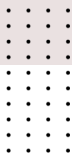
## Care of Building and Equipment

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.





54<sup>th</sup> Annual National Alliance of Black School Educators

# 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*





54<sup>th</sup> Annual National Alliance of Black School Educators

# 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):

- |  |  |
|--|--|
| <input type="checkbox"/> Education Materials | <input type="checkbox"/> Greek Paraphernalia |
| <input type="checkbox"/> Education Services  | <input type="checkbox"/> Clothing/Jewelry    |
| <input type="checkbox"/> Education Supplies  | <input type="checkbox"/> Art/Books           |
| <input type="checkbox"/> Education Equipment | <input type="checkbox"/> 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 Gatlin 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.

