2017 EXHIBITOR CONTRACT

2017 ANNUAL CONFERENCE AND CAREER EXPOSITION
presented by NBMBAA* and Prospanica®
SEPTEMBER 26-30, 2017 | PHILADELPHIA, PA

PLEASE PRINT OR TYPE

Exhibiting Company Name

Address

City
State
Postal Code

Phone
Fax

Website

Contact Name (all correspondence will be sent to this individual)
Title

Authorized Signature (not valid unless signed)
Date

Contact Email
Contact Phone

Contact Cell (for on-site use only)

Payment Information - Total Amount Due

Employer Activation Packages give your company the hiring tools you need to achieve the maximum ROI for your booth purchase. Instructions: Select your exhibit space on the left and then select an Employer Activation Package (below) that best suits your participation. Indicate booth fee plus the Employer Package and any other add-ons and total the amount due in Payment Information area. You must have a booth package to secure an Employer Package.

Green – $9,000 (plus cost of exhibit space)
• Company logo, booth number and profile in Annual Conference Guide
• Online floor plan listing upgrade, including ability to add a video
• (4) interview spaces in the Employment Network
• (5) Conference Job Match job postings (July-October 2017) with resume database access
• (10) Exhibitor registrations
• 2017 App Bundle
• Quarter-page (1/4) advertisement in the Annual Conference Guide

Blue – $6,000 (plus cost of exhibit space)
• Company booth number and profile in Annual Conference Guide
• (2) interview spaces in the Employment Network
• (4) Conference Job Match job postings (July-October 2017) with resume database access
• (4) Exhibitor registrations

Red – $3,000 (plus cost of exhibit space)
• Company booth number and profile in Annual Conference Guide
• (3) interview space in the Employment Network
• (3) job postings
• (3) recruiter seats
• Company booth number and profile in Annual Conference Guide
• (5) Conference Job Match job postings (July-October 2017) with resume database access
• (4) Exhibitor registrations

Please refer to the 2017 Annual Conference and Career Expo Industry Category List and enter the industry that best describes your company.

ASSIGNMENT INFORMATION
To assist in the assignment of exhibit space, please provide the following information. List those companies who have industry segments competitive with yours.

1. __________________________________________________________________________
   2. __________________________________________________________________________
   3. __________________________________________________________________________
   4. __________________________________________________________________________

Visit www.nbmbaacconference.org and www.prospanicaconference.org for more information
2017 Exhibitor Rules And Regulations

Please review the Rule and Regulations below. By signing the reverse side of this Exhibit Contract, you have constituted a binding agreement between the National Black MBA Association® (NBMBAA) and your company (Exhibitor) subject to the Rules and Regulations which are listed below. It is the responsibility of the Exhibitor to fully be familiar with the Rules and Regulations. NBMBAA reserves the right to adjust the Rules and Regulations at any time without notice. Current Rules and Regulations are accessible online in the Exhibitor Service Center for all confirmed Exhibitors.

1. Make All CHECKS payable to: NBMBAA, Inc.
Mailing: National Black MBA Association, Attn: Accounts Receivable, 1000 Spring Hill Road, Floor 6, McLean VA 22102.

2. Agreement: By virtue of his/her signature on the agreement, the Exhibitor contact certifies that he/she has read and agrees to all Terms, and Conditions, as well as Rules and Regulations written or implied by the Exhibitor Service Manual. NBMBAA reserves the right to refuse to accept service of any legal matter in a court of law. NBMBAA reserves the right to assign or reassign the size of the exhibit if it is deemed necessary in the best interest of the Exhibitor. NBMBAA reserves the right to alter any terms and conditions as is deemed necessary to enhance the success of the conference.

3. Payment: A non-refundable payment equaling 100% of the total commitment is due upon signing this agreement. All outstanding financial balances due to NBMBAA must be satisfied before permission to exhibit is granted.

4. Booth Assignment: NBMBAA has sole discretion in the assignment or reassignment of booth space. NBMBAA may reallocate or reassign or sublet assigned space, in whole or in part, without prior written permission of NBMBAA. Booth assignment is based on the date that booth requirements and other criteria deemed necessary to ensure the overall success of the Annual Conference. NBMBAA has the right to alter an Exhibitor’s assigned space if it is deemed necessary in the best interest of the Annual Conference.

5. Contract: This application, when accepted by NBMBAA, constitutes a binding agreement. Acceptance of application is deemed to occur only when confirmed to Exhibitor.

6. Cancellation: Exhibitor may not cancel this contract or reduce the amount of assigned exhibit space without written notification to and written acknowledgment from NBMBAA. In the event of cancellation or reduction, Exhibitor shall be liable for 100% of the original commitment on a per square foot basis of a booth size reduction, the Exhibitor will be assessed a $100.00 processing fee for every 100 square feet of reduced space. Please Note: All cancellations must be submitted in writing via email to blackmba@naylor.com. Cancellation of the Annual Conference will be made no later than July 21, 2017.

7. Conducting Interviews: NBMBAA reserves the right that its officers, directors, employees, agents, contractors or assignees shall be liable for all personal injuries or property damage sustained by any person attending the 2017 Annual Conference and Career Exposition. No person, firm or organization not having contracted with NBMBAA for the occupancy of booth space will be permitted to display or demonstrate its products/services, or distribute promotional materials in the Exhibit Hall, public areas of the center or in hospitality suites. Any violation of this rule will result in the prompt removal of the offending persons from the Hall.

8. Sound: Exhibitors operating sound equipment will be expected to keep the sound and music at a reasonable volume. No sound effects that annoy others. Clip on types are not allowed. NBMBAA reserves the right to alter any terms and conditions as is deemed necessary to enhance the success of the conference.

9. Auxiliary Services and Labor: Decorating, drapery, furniture rental, drayage, sign painting and labor will be handled by the official service contractor. Payment for services provided to the Exhibitor by the contractor is the responsibility of the Exhibitor. All services not ordered in advance must be procured through the Exhibitor’s Service Center. All labor requirements can be acquired from the official service contractor.

10. Display Construction and Limitations: NBMBAA bases the allocation of booth space by the designated plan selected in this application. Also review the Exhibitor Service Guide for current rules. NBMBAA must approve any canopies or ceilings over 5 feet. No 40” Decks are allowed inside the contracted space. Limited private interview space is available at a separate cost through the Employment Network Program. Booth height and depth. Within the exhibit area, the exhibit or display height is restricted to a maximum of 10 feet. Exhibitors shall be constructed by the Exhibitor or in such a manner that they do not obstruct the general view nor hide the exhibit of others. If a side wall or product(s) is taller than 42 inches, it should not extend more than five feet from the back wall. No 40” Decks are allowed inside the contracted space. Limited private interview space is available at a separate cost through the Employment Network Program.

11. Security/ Guard Service: While NBMBAA will provide twenty four (24) hour security from Monday through Friday, protection of the building and structure may be obtained through the Exhibit Hall Service Center. NBMBAA makes no representation whatsoever with the respect to the security of the premises. Any infringement of this rule will result in the prompt removal of the offending persons from the Hall.

12. Non-Liability: It is expressed, understood and agreed by each and every contracting Exhibitor, his/her agents and his/her guests that NBMBAA, its officers, directors, employees, agents, contractors, or assignees shall be liable for loss of or damage to the goods or properties of Exhibitor. At all times such goods and properties are in the sole possession and custody of each Exhibitor. Each Exhibitor agrees that NBMBAA has no obligation to keep the sound and music at a reasonable volume. No sound effects that annoy others. Clip on types are not allowed.

13. Certificate of Insurance (COI): NBMBAA requires all Exhibitors and EAC’s to submit a copy of their COI with coverage of $1,000,000 to blackmba@naylor.com no later than July 21, 2017. A sample can be found in the Exhibitor Service Manual available early 2017. Failure to provide COI by July 21, 2017 will result in not being able to set up Exhibitor.

14. Indemnification Clause: Each party hereby agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or demands of action (hereinafter, the “Claims”) resulting from the gross negligence or intentional misconduct of such party or its respective officers, directors, employees, agents, contractors, members or participants (collectively, the “Employees”), provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable. In the event of a breach of any of the above, each party agrees to provide written notice within 10 working days of the existence of such Claims to the other party. Moreover, both parties agree that this indemnification clause is not limited to the 2017 Annual Conference and Career Exposition, or for any cause beyond its control.

15. Exhibitor’s Admission Credentials: Exhibitor shall furnish NBMBAA with an advance list of its representatives prior to the event. Representatives must register upon arrival, and are required to wear identification badges containing the name of the firm that contracted space at all times. The badges are not transferable, and NBMBAA reserves the right to withdraw the use of a badge used to gain admission to the Annual Conference by any person other than the one for whom it was issued. Exhibitor will be admitted to the Exhibit Hall at least one (1) hour before the opening of the Hall, each show day. Any special arrangements must be made in advance.

16. Exhibit Hours, Installation and Dismantling: The hours during which the Annual Conference will be open in the Exhibitors Service Manual. Under no circumstances may dismantling occur before the dismantling hours specified. Dismantling (if any) will occur on the evening of the 2017 Annual Conference and Career Exposition. Any Exhibitor Booths remaining after hours will be subject to a service charge of $500 per hour.

17. Annual Conference Postponement and/or Cancellation: NBMBAA, at its discretion, shall have the right to postpone or cancel the Annual Conference and Exposition, and shall be liable for no way in which to the Exhibitor for losses resulting from such delay or cancellation. NBMBAA will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: By reason of the facility being damaged or destroyed by fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, postponement or cancellation of the Annual Conference, or for any cause beyond its control.

18. Unsolicited Events: Exhibitor will not in any way sponsor any events purported to be co-sponsored with NBMBAA or which directly conflict with Conference events, which are listed in the Conference materials ("Unsolicited Events") one week prior to, during, and one week following the conference. Exhibitor agrees that NBMBAA has the right to alter any terms and conditions as is deemed necessary to enhance the success of the conference.

19. Consortiums: NBMBAA reserves the right to withdraw the use of a badge used to gain admission to the 2017 Annual Conference and Career Exposition. Any Exhibitor Booths remaining after hours will be subject to a service charge of $500 per hour.


21. Character of the Annual Conference: NBMBAA reserves the right to make such additional conditions, Rules and Regulations as it deems necessary to carry out the intent of this NBMBAA, and to refuse or prohibit any exhibit which, in its judgment, is not in keeping with the character of the Annual Conference, this restriction is not to be construed as inclusive to persons, things, printed matter, products, and conduct.