



## **NSBE 46th Annual Convention March 25 –29, 2020 Career Fair Exhibitor and Partnership Rules & Regulations**

The rules and regulations stated here and within the NSBE Partnership Guide, constitute a bona fide part of the contract for exhibit space. Show Management reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to ensure the success and well-being of the Career Fair and the Annual Convention. Show Management's decisions and interpretations shall be accepted as final in all cases. It is the responsibility of the exhibiting organization to be fully familiar with these Rules & Regulations and to see that all company representatives attending the Career Fair and Annual Convention are also familiar with them.

### **Definition**

The words "Show Management" as used herein refer to the National Society of Black Engineers (NSBE).

### **Exhibitor**

Eligibility NSBE reserves the right to determine the eligibility of prospective exhibitors or sponsors for inclusion at its Career Fair and/or convention. Eligibility will be determined following receipt of an Exhibit Space Application and prior to booth assignment. Acceptance of this contract should in no way be construed as an endorsement by NSBE of either an exhibiting company or its employment practices, job opportunities, products or services.

### **Purpose of Exhibitor Participation**

Exhibitor agrees to participate in the Career Fair for the purpose of recruiting students and professional engineers for a career in engineering or another STEM field. The NSBE Career Fair booths are for recruitment, educational and informational purposes. Sales may not be made nor orders processed at any of the exhibit facilities during the period of the convention.

### **Attendance**

Expected attendance numbers are based on recent trends and registration history. NSBE makes no representations or warranties with respect to the demographic category of event attendees. NSBE does not guarantee specific levels of attendance at the Annual Convention or any particular convention activity.

### **Right of First Refusal**

Sponsors of previous convention activities/items have the right of first refusal for the same activity/item in the following year. Remaining opportunities are available on a first-come, first-served basis. The receipt of application will establish the assignment date.



In cases where sponsorship reservations are received simultaneously, preference will be given to NSBE Corporate Partners and past conference sponsors/exhibitors.

### **Partnership Logistics & Recognition**

To achieve maximum exposure and to receive full sponsorship benefits, we recommend that organizations reserve sponsorships as early as possible, but at least eight weeks before the event. This allows sufficient time to place necessary orders, create signage and to include sponsorship information in the official agenda and/or the mobile app. Please note that NSBE will make every attempt to provide full recognition on sponsorships confirmed less than eight weeks before the event, however, some benefits may no longer be available.

### **CANCELLATION/CHANGE/REFUND POLICY**

In general, all invoice payments are due net 30 days. If there are extenuating circumstances that require other arrangements please advise us by sending an email to [fcarter@nsbe.org](mailto:fcarter@nsbe.org) or [corp\\_relations@nsbe.org](mailto:corp_relations@nsbe.org). All payment arrangements must be approved in writing by NSBE's Corporate Relations Department before this deadline.

### **Annual Convention**

All payments must be received no later than **February 13, 2020**. Invoices that remain unpaid after **February 13, 2020** will be subject to having their associated sponsorship forfeited. ANY invoice(s) outstanding with NSBE after this date will prohibit the sponsor's entrance to the Career Fair. Additional items purchased after **February 13, 2020** may be paid by credit card only. No other form of payment will be honored after this date (with the exception of forms mailed in along with a check with prior approval). There will be no invoicing after **February 13, 2020**.

A **10% late fee** will be assessed on all payments made after **February 13, 2020**. There will be a **25% administrative fee** for any sponsorship cancellations after **January 3, 2020**, regardless of whether the invoice for the sponsorship has been paid. There will be no refunds for cancellations after **February 1, 2020**.

Certain sponsored events/items will require advance payment before **January 1, 2020**. Such event/items include but are not limited to: Convention Bags, Tours, Lanyards, Sessions and Registration. Please visit [www.nsbe.org](http://www.nsbe.org) for up-to-date information.

Cancellations and/or changes will not be honored until approved in writing by NSBE's Corporate Relations Department.



### **Deadlines at a Glance**

January 1, 2020	Last day to cancel sponsorships (besides those requiring advance payment) without paying 25% administrative fee.
February 1, 2020	No refunds after this date.
February 13, 2020	Deadline for payments. Credit card payments only accepted after this date with 10% late fee applied, unless otherwise specified.

If participating in the Annual Convention, please note that a minimum fee of \$200.00 for carpet per 10' x 10' Career Fair Booth is required. (NOTE: Universities are not required to purchase carpet.) Carpet is purchased through NSBE's Exhibitor Kit.

If investment is required for food, beverages, gifts or equipment, above and beyond the total at the bottom of this form, your organization is responsible for payment. Your organization will be billed by the supplying vendor and will be required to pay the vendor directly (See Partnership Guides.)

### **Regional and Professional Conferences**

Payment in full for any sponsored item must be received no later than 30 days before the Regional or Professional Conference event date. Otherwise, access to the NSBE Regional Career Fair or conference event will not be permitted. Within 30 days of the event date, absolutely NO REFUNDS will be made, and a full invoice will be issued for all sponsored items, except registrations (credit card payment only).

### **No-Show Policy**

Exhibitors that do not occupy or set up their exhibit space at least one (1) hour before the start of the Career Fair, and have not given NSBE the required written notice of cancellation, shall be considered no-shows.

In this case, NSBE has the right to use no-show exhibit space in any manner it deems appropriate. Failure to occupy exhibit space does not relieve the exhibiting organization from its obligation to pay the full booth rental fee.



BCA Partners who fail to use their complementary booth, and/or do not notify NSBE of their cancellation at least seven (7) days before the event, will be billed a no-show fee of \$500.00.

### **Booth Assignment**

NSBE Board of Corporate Affiliates and Affiliate Partners are given the first opportunity to select booth space. Booth assignments for other organizations are made on a first-come, first-served basis by the date the application is received.

Every effort is made to accommodate your requested booth location, but we cannot guarantee that you will receive one of your preferred choices.

### **Space Reduction**

Space reduction requests must be in writing. A fee of \$500 will be charged on any space reductions requested on or before January 31, 2020. Exhibitors will be responsible for the entire cost of the originally assigned exhibit space, regardless of any space reductions, if requests are made on or after **February 1, 2020**.

### **Subletting Space**

No exhibitor may assign, sublet or apportion its space in whole or in part, without the prior written consent by NSBE.

### **Unoccupied Space**

NSBE reserves the right to rent an exhibit space to any other organization or to use said space for such purposes as it may see fit without any liability on its part in the event that the Exhibitor's assigned space(s) remains unoccupied at the published time for opening of the Career Fair. This clause shall not be construed as affecting the obligation of the Exhibitor to pay the full amount specified in its exhibit space rental invoice.

### **Booth Relocation**

NSBE reserves the right, in its sole discretion, to relocate exhibits as shown on the Official Floor Plan as may be required due to logistical concerns in the best interest of the Career Fair.

### **Carpet**

To preserve uniformity and the quality of the Career Fair, all exhibitors must carpet their booth space. Arrangements for carpet will be provided in the [Exhibitor's Service Kit](#) and must be made on an individual basis and the exhibitor's expense.

Any booth not carpeted prior to the hall opening will be done so automatically (in any carpet color that is available) at the exhibiting company's expense.

**Carpet is included in the benefits package for college and university exhibitors.**



### **Interview Booths**

**There will be no directional or other company branded signs allowed in the aisle spaces of the interview booth areas. Moreover, directional and/or branded signage cannot be placed in front of another company's interview booth. Companies violating this policy will have their signage removed.**

### **Installation/Dismantle**

Exhibitors should refer to the Career Fair Schedule provided in their confirmation letter and/or the Exhibitor Service Kit. Booths must be completely installed at least six hours prior to the opening of the show. NSBE reserves the right to reassign any space not installed at that time.

Boxes, storage crates and trash will be moved from the exhibitor's space to maintain a professional appearance. No installing, dismantling, rearranging, repairing, servicing, removing, or supplementing of exhibits will be permitted during the Career Fair hours.

Disposal of trash, empty boxes, etc. must take place during non peak hours of the Career Fair. **Exhibitors may NOT dispose of trash and other items in the show aisles.** Aisle space belongs to NSBE.

No packing or dismantling of exhibits will be permitted prior to the official closing of the exhibition. Any infraction of this rule may jeopardize the exhibitor's participation in future NSBE events.

The installation and dismantling of displays may be done by full-time exhibitor personnel, the Official Service Contractor, or an Exhibitor Appointed Contractor (EAC). Exhibitors who plan to have an EAC install or dismantle their exhibits must abide by the rules provided in the Exhibitor Service Kit.

**Please Note:** Children under the age of 18 are strictly prohibited from the Career Fair during booth installation and dismantle.

### **Exhibit Staff Admissions**

NSBE will have sole control over all admissions of persons into the Career Fair.

All exhibit staff must be bona fide company representatives and all must be registered and wearing official convention identification badges at all times in the Career Fair.



Information on how to register your exhibit staff/personnel will be provided approximately 10 weeks prior to the event.

### **Staffing of Career Fair Booth**

Each exhibitor is required to keep at least one attendant in its booth during all show hours.

General Conduct of Exhibitors

In keeping with the business-like atmosphere of the exhibition. All booth personnel shall wear acceptable business dress or corporate-branded attire.

### **Interviewing, Recruiting and Branding Restrictions**

***The aisles and other space in the convention facility not assigned to exhibitors shall be under the control of NSBE.*** All displays, interviews, conferences, lectures, and transactions of business of any nature shall be made inside the space contracted for or in specific areas designated to the exhibitor.

Exhibitor personnel shall not be permitted to solicit business or promote products and services in aisles, at food stations, or in booths other than their own.

The distribution of business cards, invitations, samples, catalogs, pamphlets, souvenirs, publications, etc. is permitted only within the exhibitor's space. Throwing or distribution of souvenirs, literature, shouting or making any unnecessary loud noises, whether by human or mechanical means, to attract attention is not permitted.

All aisle space belongs to the show; no exhibits, signage, recruiters, or advertising material shall be allowed to extend beyond the Career Fair booth space or Interview Booth space at any time. Placement of literature, boxes, popup signs and/or other promotional items around the hall is strictly prohibited.

No person, firm or organization not having contracted with NSBE for the occupancy of booth space will be permitted to display or demonstrate its products/services, or distribute promotional materials in the Career Fair, public areas of the convention facility.

### **Character of Exhibits**

Exhibits are subject to the approval of NSBE. NSBE also reserves the right to control, prohibit, or physically remove any or all parts of any exhibit which, in NSBE's opinion, is not suitable, or in keeping with the policies of the Society or the character of the Career Fair, or which, because of liability, noise, methods of operation, or other reasons, becomes objectionable.

**If for any reason an exhibit and/or its contents and/or the exhibitor are deemed objectionable by Show Management, the exhibitor will be required to remove or correct the situation, or to leave the exhibit area. In the event such a restriction is enforced, NSBE**



**will not be liable for refund of exhibit space rental fees, exhibit equipment rental fees or any other fees.**

Arrangement of Exhibits All exhibits must be arranged so that they do not project beyond the space allotted, or obstruct the view of, hide, or interfere with other exhibits. Boxes and crates may NOT be stored behind an exhibit display, if it causes the display to protrude in front of other displays within the same aisle.

Backgrounds (including signs) must be no more than 8' in height. Material extending into the exhibit area by more than 3' from the back wall cannot exceed 3' in height. Exposed unfinished sides of exhibit backgrounds must be draped to present an attractive appearance. Exhibit Management may (at the Exhibitor's expense) direct revisions of any exhibit that does not comply with the above guidelines.

In-Line/Linear Booths The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space with a 4ft (1.22m) height restrictions imposed on all materials in the remaining space forward to the aisle.

When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

### **Split Island Booths**

NSBE will not accommodate split island booths.

### **Island Booth Regulations**

An Island Booth is any size booth exposed to aisles on all four sides. The entire cubic content of the space may be used.

All activities are confined to island booths. If your exhibit falls outside of your booth, you will be offered to purchase additional booths or contain all activities in your existing booths.

Hanging Signs & Graphics Hanging signs are for island booths only. Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibition organizer at least 60 days prior to installation. Variances may be issued at the exhibition management's discretion. Drawings should be available for inspection.

### **Demonstrations**

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is



the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

Items such as moving vehicles, mascots, and any item associated with your booth that obstructs aisle ways are prohibited unless otherwise authorized by NSBE show management.

### **Americans with Disabilities Act (ADA)**

Exhibitors must be in full compliance with the Americans with Disabilities Act.

### **Performances of Music/ Copyright Laws**

No copyrighted music, if published via ASCAP or BMI, may be played in the exhibit hall at any time during the hours of the Career Fair. This applies whether the music is live or recorded. Unpublished original music, such as used in promotional video/audio tapes, is not subject to this rule. We ask that you advise show management if you plan such performances.

Noise and Sound Exhibitors are strictly prohibited from operating noise-creating devices such as bells, horns or amplifying systems, which interfere with other displays.

Equipment will only be permitted if tuned to conversational level and is not objectionable to neighboring exhibitors. Each exhibiting company must have the opportunity to meet and talk with candidates, unimpeded by the excess noise from another exhibitor. Show Management reserves the right to determine the acceptable sound level for working exhibits.

### **Balloons**

Balloons may not be included in any exhibit display and may not be distributed.

### **Lighting**

No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.

Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.





### **Lighting (Continued)**

Lighting which is potentially harmful, such as lasers or ultra-violet lighting, should comply with facility rules and be approved in writing by exhibition management.

Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

Currently, some convention facilities are not allowing quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.

Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

### **Care of Property**

Exhibitors are liable for any damage caused by fastening signs, displays or other fixtures to the building floors, pillars, walls, or to the standard booth equipment. The use of thumbtacks, tape, nails, screws, bolts, or tools or materials that could mark the floors or walls is prohibited.

Any damage to the hotel or convention facility property caused by the carelessness of an exhibitor, its employees or agents, must be paid for by the exhibitor causing such damage.

### **Outside Activities**

The exhibitors and sponsors agree not to extend invitations, call meetings, host hospitality events, or otherwise encourage the absence of attendees from the Career Fair or education sessions during the hours of convention activities.

Exhibitors and sponsors agree to notify NSBE of any meetings or hospitality events that take place during the convention, even after convention events have ended. All requests for meeting rooms, hotel suites and special function rooms must be approved by NSBE.

### **Security**

NSBE will provide exhibit area security during booth set-up, dismantle, during show hours and the evenings when the hall is closed.

The Career Fair is never completely secure—do not leave valuable items within easy reach at any time. As a reminder, exhibit staff should not store items under tables or behind booth drape. Never leave valuables (computers, briefcases, a/v equipment, raffle items, software, tools, etc.) unattended in the Career Fair, especially during breaks or overnight.



### **Decorator Services**

NSBE has selected FREEMAN as the Official Service Contractor for this event. The service contractor will send each confirmed exhibitor an Exhibitor Service Kit containing all of the necessary forms for ordering carpet, booth furnishings, plants, decorations, electricity, phone lines, Internet connections, signage, etc.

Payment for services provided to the exhibitor by the contractor is the responsibility of the exhibitor.

Storage Exhibitors must make arrangements with the Official Service Contractor for storage of crates and other packing materials. Combustible materials such as brochures, literature, giveaways, etc., within exhibit booths are limited to a one-day supply.

**NOTHING may be stored behind booths. All packing containers, wrapping material, carrying cases, etc. must be stored off the exhibit floor.**

### **Insurance**

The exhibitor agrees to obtain adequate insurance coverage, obtained at their own expense, with NSBE named as an additional insured, for property loss or damage to themselves for liability for property damage and personal injury to others. NSBE and its agents and employees assume no risk and the Exhibitor expressly releases them of and from any and all liability for damages, injury or loss to any person or goods, from any cause whatsoever.

Insurance policy must cover the dates of the NSBE Annual Convention, including move-in, move-out days. Exhibitors should be prepared to furnish a certificate of insurance to NSBE if requested.

It is the responsibility of each exhibiting company to ensure the safety of its own exhibit materials from the time they are placed in the exhibit area until the time they are removed.

### **Unions Rules & Regulations**

Please refer to your Exhibitors Service Kit for information regarding union rules and regulations.

### **Fire Regulations**

All exhibits must conform to the fire laws, health regulations, electrical codes, and other local, state, and federal laws and regulations. The exhibit hall has a sprinkler system, smoke detectors, and a fire alarm system on its premises. All materials used in the exhibit hall must be flameproof and fire resistant. Crepe paper, corrugated paper, flameproof or otherwise, and flammable fluid or substances, are not permitted.



### **Indemnification/Hold Harmless**

Exhibitor agrees to indemnify, hold harmless and defend NSBE, the convention facility and host hotels, Freeman, and the city of Detroit and their respective members, officers, directors, agents and employees (indemnities) from and against any and all liabilities, damages, actions, losses, claims and expenses on account of personal injury, death or damage to or loss of property or profits arising out of or contributed to by any act, omission, negligence, fault, or violation of a law or ordinance by the Exhibitor or its employees, agents, contractors, patrons and invitees.

Exhibitor hereby waives each and every claim that arises, or may arise, in its favor against any one or more of the indemnities for any and all losses of damage covered by valid and collectible insurance.

If, for any reason, the location of the show is changed, no refund will be made, but Show Management must be able to assign exhibitors space in lieu of original space. Other Matters All matters and questions not covered by the contract for exhibit space or these rules and regulations are subject to the decision of NSBE.

**Questions? Please contact us at [corp\\_relations@nsbe.org](mailto:corp_relations@nsbe.org). Thank you!**