

**NATIONAL SOCIETY OF BLACK ENGINEERS**



**NSBE**  
**PROFESSIONALS**  
National Society of Black Engineers

**2017 Professional Development Conference**

“One Mission. One Family. One NSBE.”

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**MARKETPLACE REGISTRATION PACKET**



Dear Sir or Madam:

On behalf of the National Society of Black Engineers (NSBE), I cordially invite you to participate in the 2017 Professional Development Conference (PDC) in Chicago, IL as a participant in our NSBE Marketplace. The NSBE Marketplace is an excellent opportunity for your business to sell your products and services to some of the best and brightest engineering professionals in the world.

Our Collegiate, Graduate, Technical Professional and Board of Corporate Affiliate members are excited to support your company. PDC provides an exclusive opportunity for NSBE members to buy your products and services. As a result, you have a chance to market yourselves and form new partnerships that may significantly grow your company's clientele.

NSBE's PDC recognizes excellence among technical professionals, corporate, government, and academic leaders, as well as university students. These awards illustrate the possibilities that can be cultivated through support and responsibility. The proceeds of the convention are used to create scholarships for gifted students, and to support programming for our Professional members. Additionally, various media outlets will be covering our conference.

Founded in 1975, NSBE is the nation's leading 501(c)(3) non-profit, student-governed organization with approximately 16,000 active members worldwide. We are dedicated to the academic and professional success of Black engineering students and professionals. NSBE offers its members leadership training, professional development, mentoring opportunities, career placement services and more.

NSBE's Professional Development Conference will be held at the Sheraton Grand Chicago from September 28 - October 1, 2017. To request more information, please contact me at [pebpdconf@nsbe.org](mailto:pebpdconf@nsbe.org). I hope to see you there!

Sincerely,  
Carolyn M. Boyd  
Professional Development Conference Chair  
[pebpdconf@nsbe.org](mailto:pebpdconf@nsbe.org)



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## **PDC EXHIBITOR GUIDELINES**

### **Exhibit Booth Fees**

**General Exhibitor - \$300**

**NSBE Member - \$250**

**Chapter- \$125**

All chapter registrations must be completed and certified by the Chapter President

### **NSBE Licensing**

All vendors wishing to sell items bearing the NSBE name and/or logo must submit a NSBE Licensing Application. Applications can be obtained by emailing [pebpd@nsbe.org](mailto:pebpd@nsbe.org)

### **Refunds/Transfers**

All registrations include a \$100 nonrefundable security deposit. Refunds (less \$100 security deposit) will not be issued after October 1, 2017

### **Contact NSBE**

National Society of Black Engineers  
c/o NSBE Marketplace  
205 Daingerfield  
Alexandria, VA 22314  
Office: (703) 549-2207 x 308; Fax: (703)

### **Exhibit Booth Information**

Each booth area is 10 ft x 10 ft and includes:

One (1) booth identification sign

One (1) skirted 6 ft. table

Two (2) folding chairs

One (1) waste basket

### **Exhibit Times**

#### **(Subject to change)**

Wednesday: 1 PM – 6 PM

Thursday: 10 AM – 6:30 PM

Friday: 8:30 AM – 7:30 PM

Saturday: 8:30 AM – 9:00 PM



## **PDC EXHIBITOR APPLICATION**

This agreement is written to confirm the exhibitor booth space reservations for the company/individual/chapter listed below. I am signing up to have an exhibitor booth for the following. **(Check all that apply)**

This agreement is written to confirm the exhibitor booth space reservations for the company/individual/chapter listed below. I am signing up to have an exhibitor booth for the following. **(Check all that apply)**

<u>Entity Types – select one</u>	<u>Before 9/22/17</u>	<u>After 9/22/17</u>	<u>Business industry – select one</u>
<input type="checkbox"/> General Exhibitor	\$300	\$350	<input type="checkbox"/> Product Type: _____
<input type="checkbox"/> NSBE	\$250	\$300	<input type="checkbox"/> Service Type: _____
Member/Business <input type="checkbox"/>	\$150	\$200	<input type="checkbox"/> Other: _____
Licensed NSBE Vendor	\$75	\$125	
<input type="checkbox"/> NSBE Chapter			

**Total Cost \$** \_\_\_\_\_

**Method of Payment**  Check/Money Order  Visa  MC  Discover  AmEx

**Credit Card No.** \_\_\_\_\_ **Expiration Date** \_\_\_/\_\_\_/\_\_\_ **CVV2**

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

**I accept and authorize NSBE to charge my credit card for the registration fees.** \_\_\_\_\_



## BOOTH CONTACT INFORMATION

Name \_\_\_\_\_ Title \_\_\_\_\_ Company Name \_\_\_\_\_

Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Please list all products or services rendered during the event

\_\_\_\_\_

Will you be selling items at your event [  ] Yes [  ] No

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please PRINT legibly especially your email address for correspondence

**No Checks Accepted after September 29, 2017**



## **PDC EXHIBITOR APPLICATION**

### **Electrical/Internet Services**

I acknowledge that **(Person/Company Name)** \_\_\_\_\_ is aware that any additional cost accrued from electrical and/or internet services provided by the convention center to **(Person/Company Name)** \_\_\_\_\_ is the sole responsibility of **(Person/Company Name)** \_\_\_\_\_ and that NSBE is not responsible for any of these additional costs. In the event extra cost are accrued and paid for by NSBE without the approval of a NSBE representative, I **(Person/Company Name)** \_\_\_\_\_ authorize NSBE to submit an invoice to the offending company/person for the amount of the accrued charges plus an additional \$25.00 administrative fee.

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**Print/Sign Name Here**



## **NSBE CHAPTER PRESIDENT MARKETPLACE CERTIFICATION**

I, \_\_\_\_\_ certify that the enclosed agreement has been submitted on behalf of the \_\_\_\_\_ Chapter of the National Society of Black Engineers. The profits from the products/services being displayed will go directly to the benefit of the Chapter. The individuals who will be present at the booth are representatives of the Chapter.

I also certify that all products bearing the NSBE Logo have been produced by manufacturers who are licensed to use the NSBE Logo.

Signature \_\_\_\_\_ Date \_\_\_\_\_





## **MARKETPLACE RULES AND REGULATIONS**

**By signing the enclosed agreement, I agree to adhere to the following rules.**

1. All products services/displayed and/or sold from exhibits must be listed on my application and pre-approved by NSBE.
2. All exhibits must be professional in appearance. There shall be no handwritten signs; all storage boxes must be hidden and exhibit personnel should be present at all times during the expo.
3. Each exhibitor is responsible for set-up of the designated booth(s) during assigned set-up times unless other arrangements have been made. Any booth that is not set up by the assigned time as designated by the expo coordinator is subject to forfeiture without refund or compensation.
4. All exhibits must remain in operation until the close of the Expo, unless arrangements have been made in advance.
5. Anyone taking equipment from a surrounding booth will be subject to a fine and dismissal from the expo.
6. There is a limit of four 1 table per vendor.
7. No flyers or other forms of exhibitor information may be passed out at the front entrance of the expo without prior consent from NSBE.
8. Booths must be visible with no side poles or drapes blocking the view of the booth. Displays must remain inside the booth dimensions.
9. All exhibits must be strictly confined to the space assigned by the NSBE management team.
10. The use of helium tanks or burning of incense is strictly prohibited.
11. Any exhibitor caught in violation of this contractual agreement forfeits his/her right to participate in the NSBE Expo and may be asked to leave without refund or compensation.
12. NSBE is not responsible for lost/stolen items. NSBE will provide 24-hour security. Additional security can be obtained through our official security provider. Please contact the NSBE Expo team for information. NSBE will not provide any storage space for expo participants.



## **FREQUENTLY ASKED QUESTIONS**

### **If I have any booth questions who should I contact?**

You should contact the NSBE PDC Committee @ [pdc@nsbe.org](mailto:pdc@nsbe.org)

### **What is the policy regarding outside vendors?**

There is absolutely no solicitation from any exhibitor who does not have a NSBE Expo booth.

### **Can vendors attend convention events?**

Attendance at select events is available at a la carte pricing.

### **How secure are my products/inventory?**

From the move-in time, there is 24 hour security for your products/inventory. NSBE is not responsible for any lost/stolen items. Expo participants can contact our official security provider for additional security. NSBE will not provide storage for expo participants.

### **Can I have my booth placed at a specific location?**

All booths are placed by the NSBE Expo team. Notice of placement location will be sent prior to the start of the Expo.

### **Are there additional costs for labor?**

Typically, there is no labor cost for a basic set-up. Contact the NSBE Expo team for questions on more advanced set-ups.

### **What is the vendor move-in date?**

The official move-in date is Wednesday, September 27, 2017.



## **PDC EXHIBITOR FREQUENTLY ASKED QUESTIONS (CONT'D)**

### **I completed the vendor registration process, what's next?**

You will be contacted by the Expo Team with a welcome letter and updates. We will also highlight processes and procedures.

### **Is there adequate parking?**

Yes, there is adequate parking at the convention center.

### **Will there be vendor identification during the expo?**

There will be two vendor badges provided for each exhibitor booth

### **Can I use the NSBE Logo on my products?**

Anyone wishing to use the NSBE logo on their products must pay the NSBE licensing fee. This cost is separate from NSBE Expo registration fee. Chapters can also partner with manufacturers who are licensed to produce items using the NSBE logo. Email [pebsecretary@nsbe.org](mailto:pebsecretary@nsbe.org) for a listing of approved manufacturers.

### **Do NSBE Chapters have to pay to participate in the expo?**

NSBE chapters can participate in the expo at a discounted rate of \$75. Chapter presidents must sign the attached certification and include this with the registration.

### **What are the charges for exhibiting in the expo?**

The exhibitor cost is: General Exhibitor - \$300; NSBE member/Business Showcase participant - \$250; NSBE chapter – \$125.



Dear Prospective Vendor,

Please be advised that you must be issued a certified vendor contract to 1) manufacture or sell retail products bearing the name National Society of Black Engineers, NSBE or the NSBE Logo (also known as paraphernalia) and/or 2) sell paraphernalia or different items at any NSBE public function.

You may apply for this contract by completing the enclosed application and sending samples (preferably clear pictures) of each item you wish to be licensed to this office. Each contract must be renewed annually. All contracts expire on December 31, 2017.

Contracts are only issued for products which sustain and enhance the NSBE image. The organization reserves the right to revoke the contract should the items sold promote a negative image and/or be obviously contrary to the views and standards of this organization.

Upon approval, the license fee is \$300.00 (\$250.00 for active members). Upon receipt and acceptance of the licensing application, vendors will receive an invoice and contract from NSBE. Vendors will need to sign the contract and return with payment. NSBE will forward a licensing certificate. Vendors are not allowed to produce or sell items carrying NSBE trademarks until this certificate is received. This certificate should be kept on hand when manufacturing products and/or selling items at NSBE events or online.

This fee does not include National Convention and Regional Conference marketplace registration. See the NSBE vendor package for more information on participating in events. Please be advised that a separate licensing fee must be paid for the right to sell items bearing the NSBE Convention logo and/or theme. Email [nebbusiness@nsbe.org](mailto:nebbusiness@nsbe.org) for information on convention logo licensing.

NSBE Chapters are permitted to use the NSBE name and/or logo to create paraphernalia strictly for chapter members. Those chapters wishing to sell NSBE items as fundraisers must work with a NSBE-certified manufacturer. A list of certified manufacturers can be obtained by emailing [nebbusiness@nsbe.org](mailto:nebbusiness@nsbe.org).

Be advised that NSBE relies heavily on almost 30,000 members to monitor the sale of products bearing our trademark/trade name. Violators will be prosecuted to the fullest extent of the law.

Sincerely,  
National Society of Black Engineers



## **National Society of Black Engineers Licensing Policy/NSBE-MEMO-CN-002**

### **General Overview**

Anyone wishing to sell manufacture or distribute any products bearing the National Society of Black Engineers “NSBE” name, symbol or other trademarks is required to be licensed by the organization.

All licenses expire on December 31. Licenses will be pro-rated on a monthly basis, based on the date that the application is first received.

### **Submission and approval**

Anyone wishing to sell items bearing NSBE trademarks must complete and submit a licensing application to the NSBE Licensing Committee. All items which the vendor wishes to sell, manufacture or distribute must be submitted with the application.

Vendors must re-design and re-submit any items that are rejected by the licensing committee or remove said items from licensing application.

Upon approval, vendor will receive a NSBE licensing agreement. The vendor must return the signed agreement and appropriate payment to NSBE.

Upon receipt of the agreement, vendor will receive an official NSBE license. The license shall not be duplicated or transferred to any parties.

### **Licensing Committee**

The Licensing Committee shall be responsible for overseeing the licensing process. The Licensing Committee shall be comprised of the following members:

- A representative from the National Business Diversity Committee who shall serve as a liaison to potential vendors
- A representative from the National Publications Committee who shall ensure that all products fall in line with the NSBE logo usage guidelines



- A representative from the National Finance Zone who shall serve as resource on financial issues concerning licensing
- A representative from the World Headquarters Staff as recommended by Executive Director
- A member of National Advisory Board as recommended by the National Advisory Board Chairperson **Rates**

#### **General Business Owner**

\$300.00

#### **Financially Active NSBE Member (as of the date of application)**

\$250.00

**NSBE Chapters:** Those wishing to make products to sell or give to the members to promote the chapter Not required \*

\*NSBE will encourage chapters to use licensed vendors

**NSBE Chapters:** Those wishing to sell products as a business (to parties outside of their chapter membership) Two Options

1. \$150.00
2. Free with completed certification form (to be provided at events or upon request for online sales)

#### **NSBE Events**

All groups wishing to sell items bearing NSBE trademarks at NSBE conferences are required to submit their NSBE license at the beginning of the event

#### **Online Sales**

Anyone wishing to sell items bearing NSBE trademarks online must a) post a link to the NSBE License or b) include their current license number on their site.



## **License Addendums**

Licensed vendors who wish to add or modify products on their license must submit a request to the Licensing Committee.

## **Violations**

Vendors who arrive at national and regional conferences with unlicensed products will not be allowed to display or sell the unlicensed items. No refunds will be granted.

Online vendors who are found to be selling items without a license will receive an email warning.

Failure to respond to email request will result in a “cease and desist” order being issued to the vendor.

Failure to respond to the “cease and desist” order will subject the vendor to a permanent ban from selling, manufacturing and/or distributing any items bearing NSBE trademarks.

Vendors found to be in possession of a fraudulent license shall be permanently banned from obtaining an NSBE license.



**VENDOR LICENSING APPLICATION**

***National Society of Black Engineers***

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Circle One    Mr.                      Ms.                      Mrs.                      Dr.

The company is primarily: (Please circle one)

Business Concession    Mail    Order/Online Store    Manufacturer/Wholesale    Retail Store

Are you, or a primary member of your organization, an active NSBE member                      Yes No

If yes, please complete the following:

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Member # \_\_\_\_\_

Check the merchandise that you wish to sell bearing NSBE trademarks. Please include pictures of each item you wish to be licensed.

- |                            |                         |                         |
|----------------------------|-------------------------|-------------------------|
| Accessories                | Desk/Office Accessories |                         |
| African Artifacts          | Dolls                   | Monograms               |
| Apparel [Children/Infants] | Furs                    | Pens/Pencils            |
| Apparel [Ladies]           | Garment Bags            | Photos/Pictures/Posters |
| Apparel [Men]              | Glassware               | Sculptures              |
| Arts/Prints/Posters        | Hats/Caps               | Shirts/T-Shirts         |





- |                           |                       |                       |
|---------------------------|-----------------------|-----------------------|
| Auto Accessories          | Hosiery/Socks         | Shoes                 |
| Badges/Buttons            | Jewelry               | Sportswear/Sweatsuits |
| Banners/Flags             | Khaki/Safari Shirts   | Sweaters              |
| Bath Accessories          | Lamps                 | Toys/Games            |
| Beachwear/Playwear        | License Plates/Frames | Travel Kits/Tote Bags |
| Books/Literature          | Linen/Bedding         | Umbrellas             |
| Candy/Cookies             | Loungewear            | Wooden Artifacts      |
| Ceramics/Cups/Mugs        | Luggage/Purses        | Others: _____         |
|                           |                       | Cosmetics/Cosmetiques |
| Mirrors/Accessories _____ |                       |                       |
| Crafts/Quilted Crafts     |                       | _____                 |
| Decals                    |                       | _____                 |

\*Members must be in a decision-making position, an officer, owner or partner. Note: This individual will be publicly listed as the contact person for your company.

If you plan to sell NSBE paraphernalia, please list the Distributor and/or Manufacturers who regularly handle your products. Indicate who will receive certificates from you through this office, under your authorization as an authorized vendor. [This certification will require an additional fee of \$10 per distributor and/or manufacturer.]

**DISTRIBUTORS**

Locations in which your products are sold or displayed

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

**DISTRIBUTORS**

Locations in which your products are sold or displayed

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip



Phone ( ) \_\_\_\_\_

Phone ( ) \_\_\_\_\_

**MANUFACTURERS**

Locations in which your products are sold or displayed

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

Phone ( ) \_\_\_\_\_

**MANUFACTURERS**

Locations in which your products are sold or displayed

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

Phone ( ) \_\_\_\_\_

**Duplicate Certificates [ ] Yes [ ] No Number \_\_\_\_\_**

Please list other organizations and/or companies with which you are or have been affiliated.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NSBE Conferences**

The company [ ] does [ ] does not plan to attend regional conferences

The company [ ] does [ ] does not plan to attend national convention



Please return your application to:

**National Society of Black Engineers c/o**  
Vendor Licensing  
205 Daingerfield  
Alexandria, VA 22314

FOR OFFICE USE ONLY

All Items Approved

All Items Not Approved

Explain: \_\_\_\_\_

\_\_\_\_\_

Date Received \_\_\_\_\_

Amount Paid: \_\_\_\_\_