

National Society of Black Engineers
Regional Expo Registration Packet

(Formerly the NSBE Marketplace)



Fall Conference Dates

Region 1

Nov. 11-14, Rochester, NY

Region 2

Nov. 5-7, Pittsburgh, PA

Region 3

Nov. 12-14, Birmingham, AL

Region 4

Nov. 19-21, Indianapolis, IN

Region 5

Nov. 19-21, New Orleans, LA

Region 6

Nov. 12-14, San Mateo, CA

2010



REGIONAL EXPO EXHIBITOR GUIDELINES

Exhibit Booth Information

Each booth area includes:

- One (1) booth identification sign
- One (1) skirted table
- Two (2) folding chairs
- One (1) wastebasket

All additional services or equipment required by the will be available through the NSBE Conference Planning Committee.

Regional Conference Dates

Region 1 (Northeast)

November 11 – 14, 2010
Hyatt Regency Rochester
Rochester, NY
Contact: Sheela Blaise
[r1njchairperson@
yahoo.com](mailto:r1njchairperson@yahoo.com)

Region 2 (Mid-Atlantic)

November 5 – 7, 2010
Radisson Green Tree
Pittsburgh, PA
Contact: Eaton Marshall
r2terror@gmail.com

Region 3 (Southeast)

November 12 – 14, 2010
Sheraton Birmingham
Birmingham, AL
Contact: Ahmad Brooks
region3pc@gmail.com

Region 4 (Great Lakes)

November 19 – 21, 2010
Indianapolis Marriott East
Indianapolis, IN
Contact: Terraia King
r4frcmarketplace@gmail.com

Region 5 (Mid-South)

November 19 – 21, 2010
New Orleans Marriott and
Convention Center
New Orleans, LA
Contact: Eric Barsh
r5programschair@gmail.com

Region 6 (Western)

November 12 – 14, 2010
Marriott San Mateo
San Mateo, CA
Contact: TBD
[r6programschair@
yahoo.com](mailto:r6programschair@yahoo.com)

Refunds/Transfers

All booth purchases are FINAL, non-refundable and non-transferrable

Exhibit Booth Fees

General Exhibitor \$100*

NSBE Member /Business
Showcase Participant \$50*

Licensed Vendor \$50*

Individuals who have completed a NSBE licensing agreement.

NSBE Chapter \$25*

All chapter registrations must be completed and certified by the Chapter President using (see attached form)

Solicitation in the NSBE Expo without purchase of a booth space is strictly prohibited

Contact NSBE (General Questions)

National Society of Black Engineers
205 Daingerfield
Alexandria, VA 22314
703-549-2207

Contact regional representative for details on set-up and display times

See **page 8** for instructions on mailing checks/money orders



REGIONAL EXPO 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).

Registration is also available online at www.nsbe.org

<u>Entity Types – select one</u>	<u>Before 11/1/10</u>	<u>After 11/1/10</u>	<u>Business industry – select one</u>
<input type="checkbox"/> General Exhibitor/Vendor	\$100	\$150	<input type="checkbox"/> Product Type: _____
<input type="checkbox"/> NSBE Member	\$50	\$100	<input type="checkbox"/> Service Type: _____
<input type="checkbox"/> Business Showcase Participant	\$50	\$100	<input type="checkbox"/> Other _____
<input type="checkbox"/> Licensed Vendor	\$50	\$100	
<input type="checkbox"/> NSBE Chapter	\$25	\$50	

Region 1 2 3 4 5 6

Number of Booths _____ Total Cost \$ _____

Method of Payment

Check/Money Order Visa Mastercard Discover American Express

Credit Card No. _____ Expiration Date ____/____/____ CVV2 _____

Authorized Signature _____

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 Sales Tax Number _____

Vendors who are selling items must provide a resale number by the start of the Regional Conference. Temporary resale numbers are available for out of state vendors or temporary businesses from the State. Contact NSBE regional contact for details

Signature _____ Date _____

Please PRINT legibly especially your email address for correspondence



REGIONAL EXPO EXHIBITOR 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. There is one (1) table two (2) chairs and one (1) wastebasket per booth. Anyone taking equipment from a surrounding booth will be subject to a fine and dismissal from the expo.
6. No flyers or other forms of exhibitor information may be passed out at the front entrance of the expo without prior consent from NSBE.
7. Booths must be visible with no side poles or drapes blocking the view of the booth. Displays must remain inside the booth dimensions.
8. All exhibits must be strictly confined to the space assigned by the NSBE management team.
9. The use of helium tanks or burning of incense is strictly prohibited.
10. The National Society of Black Engineers is not responsible for any items that are missing or stolen from your booth.
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.



REGIONAL EXPO EXHIBITOR FREQUENTLY ASKED QUESTIONS

If I have any booth questions who should I contact?

You should contact the Regional liaison for the conference which you are interested in attending. Contact information is listed on page 2.

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 conference events?

Contact Expo representative for information on attending other conference activities

How secure are my products/inventory?

Vendors are responsible for securing their booths/items throughout the duration of the event.

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 are the vendor move-in date?

Contact the regional coordinator for move-in information.



REGIONAL EXPO EXHIBITOR FREQUENTLY ASKED QUESTIONS (CONT'D)

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

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

Is there adequate parking?

Yes, there is adequate parking at the hotel.

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 nebbusiness@nsbe.org for a licensing application or a listing of approved manufacturers.

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

NSBE chapters can participate at a discounted rate of \$25 if registered before September 15, 2010. Chapter presidents must sign the attached certification and include it with the registration.

What are the charges for exhibiting in the expo?

The exhibitor cost is: General Exhibitor – \$100; NSBE member – \$50; Business Showcase Participant – \$50.00; NSBE Licensed vendor – \$50; NSBE chapter – \$25. **All prices increase by \$50 (\$25 for NSBE chapters) after 11/1/10.**



NSBE CHAPTER PRESIDENT EXPO CERTIFICATION

I, _____ certify that the enclosed agreement has been submitted on behalf of the _____ chapter of the National Society of Black Engineers. The products/services being displayed will go directly to the benefit of the chapters. 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.

Chapter Name/Number _____/_____

Chapter President

Signature _____ **Date** _____

Licensed Vendor Name (if applicable) _____



INSTRUCTIONS FOR CHECK/MONEY ORDER PAYMENT

Expo vendors/participants who wish to pay by check/money order should send registration and payment to the NSBE Lockbox. Be sure to specify which conference you are registering for. Please submit separate payments for each conference.

National Society of Black Engineers
Region **(X)**
P.O. Box 404153
Atlanta, GA 30384-4153
Make check/money order to NSBE – Region X

Region 1 (mail to:)
National Society of Black Engineers
Region 1
P.O. Box 404153
Atlanta, GA 30384-4153
Make check/money order payable to:
“NSBE – Region 1”

Region 2 (mail to:)
National Society of Black Engineers
Region 2
P.O. Box 404153
Atlanta, GA 30384-4153
Make check/money order payable to:
NSBE – Region 2

Region 3 (mail to:)
National Society of Black Engineers
Region 3
P.O. Box 404153
Atlanta, GA 30384-4153
Make check/money order payable to:
“NSBE – Region 3”

Region 4 (mail to:)
National Society of Black Engineers
Region 4
P.O. Box 404153
Atlanta, GA 30384-4153
Make check/money order payable to:
“NSBE – Region 4”

Region 5 (mail to:)
National Society of Black Engineers
Region 1
P.O. Box 404153
Atlanta, GA 30384-4153
Make check/money order payable to:
“NSBE – Region 5”

Region 6 (mail to:)
National Society of Black Engineers
Region 2
P.O. Box 404153
Atlanta, GA 30384-4153
Make check/money order payable to:
“ NSBE – Region 6”