# Regional Expo Registration Packet

(Formerly the NSBE Marketplace)

## Fall Conference Dates

<table>
<thead>
<tr>
<th>Region 1</th>
<th>Region 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 11-14, Rochester, NY</td>
<td>Nov. 5-7, Pittsburgh, PA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region 3</th>
<th>Region 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 12-14, Birmingham, AL</td>
<td>Nov. 19-21, Indianapolis, IN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region 5</th>
<th>Region 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 19-21, New Orleans, LA</td>
<td>Nov. 12-14, San Mateo, CA</td>
</tr>
</tbody>
</table>
# 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

<table>
<thead>
<tr>
<th>Region 1 (Northeast)</th>
<th>Region 4 (Great Lakes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 11 – 14, 2010</td>
<td>November 19 – 21, 2010</td>
</tr>
<tr>
<td>Hyatt Regency Rochester</td>
<td>Indianapolis Marriott East</td>
</tr>
<tr>
<td>Rochester, NY</td>
<td>Indianapolis, IN</td>
</tr>
<tr>
<td>Contact: Sheela Blaise</td>
<td>Contact: Terraia King</td>
</tr>
<tr>
<td><a href="mailto:r1njchairperson@yahoo.com">r1njchairperson@yahoo.com</a></td>
<td><a href="mailto:r4rcmarketplace@gmail.com">r4rcmarketplace@gmail.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region 2 (Mid-Atlantic)</th>
<th>Region 5 (Mid-South)</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 5 – 7, 2010</td>
<td>November 19 – 21, 2010</td>
</tr>
<tr>
<td>Radisson Green Tree</td>
<td>New Orleans Marriott and</td>
</tr>
<tr>
<td>Pittsburgh, PA</td>
<td>Convention Center</td>
</tr>
<tr>
<td>Contact: Eaton Marshall</td>
<td>New Orleans, LA</td>
</tr>
<tr>
<td><a href="mailto:r2terror@gmail.com">r2terror@gmail.com</a></td>
<td>Contact: Eric Barsh</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:r5programschair@gmail.com">r5programschair@gmail.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Region 3 (Southeast)</th>
<th>Region 6 (Western)</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 12 – 14, 2010</td>
<td>November 12 – 14, 2010</td>
</tr>
<tr>
<td>Sheraton Birmingham</td>
<td>Marriott San Mateo</td>
</tr>
<tr>
<td>Birmingham, AL</td>
<td>San Mateo, CA</td>
</tr>
<tr>
<td>Contact: Ahmad Brooks</td>
<td>Contact: TBD</td>
</tr>
<tr>
<td><a href="mailto:region3pc@gmail.com">region3pc@gmail.com</a></td>
<td><a href="mailto:r6programschair@yahoo.com">r6programschair@yahoo.com</a></td>
</tr>
</tbody>
</table>

## Refunds/Transfers

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

## Exhibit Booth Fees

<table>
<thead>
<tr>
<th>General Exhibitor</th>
<th>$100*</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSBE Member /Business Showcase Participant</td>
<td>$50*</td>
</tr>
<tr>
<td>Licensed Vendor</td>
<td>$50*</td>
</tr>
<tr>
<td>Individuals who have completed a NSBE licensing agreement.</td>
<td></td>
</tr>
<tr>
<td>NSBE Chapter</td>
<td>$25*</td>
</tr>
<tr>
<td>All chapter registrations must be completed and certified by the Chapter President using (see attached form)</td>
<td></td>
</tr>
<tr>
<td>Solicitation in the NSBE Expo without purchase of a booth space is strictly prohibited</td>
<td></td>
</tr>
</tbody>
</table>

## 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

<table>
<thead>
<tr>
<th>Entity Types – select one</th>
<th>Before 11/1/10</th>
<th>After 11/1/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] General Exhibitor/Vendor</td>
<td>$100</td>
<td>$150</td>
</tr>
<tr>
<td>[ ] NSBE Member</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>[ ] Business Showcase Participant</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>[ ] Licensed Vendor</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>[ ] NSBE Chapter</td>
<td>$25</td>
<td>$50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business industry – select one</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Product Type:</td>
<td>________________________________</td>
</tr>
<tr>
<td>[ ] Service Type:</td>
<td>________________________________</td>
</tr>
<tr>
<td>[ ] Other</td>
<td>________________________________</td>
</tr>
</tbody>
</table>

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
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”