

CONTRACT FOR EXHIBIT SPACE

The 44th Annual Meeting of the National Council for Black Studies, Inc. (NCBS) will be held March 11-14, 2020, at the Atlanta Marriott Buckhead Hotel and Conference Center • Atlanta, GA • Phone (504) 581-1300.

Set Up

**Wednesday, March 11, 2019 at 5pm for 3-day and Thursday-Friday 2-day vendors.
Friday-Saturday 2-day and 1-day vendors must be set up prior to the start of that day's sessions**

The Atlanta Marriott Buckhead Hotel & Conference Center will not accept shipments more than three business days prior to conference dates. Please read complete shipping & receiving information found on NCBS website: https://ncbsonline.org/events/advertising_vending/

Exhibit Hours

**9:00 am - 6:00 pm Thursday, March 12 and Friday, March 13
9:00 am – 5:00 pm, Saturday, March 14.**

Times are subject to change

Break-down Saturday, March 14, 2019 at 5:00 pm.

ASSIGNMENTS FOR SPACE

All vending spaces are located in the pre-function area on the Atrium Level of the hotel. Specific spaces will be assigned once all spaces are sold or thirty (30) days prior to the conference. At least one (1) 110 plug-in will be available for all locations. Vendors are responsible for providing their own extension cords. Any cord crossing a walking route must be taped down.

PARKING

NCBS has obtained a 50% discount off prevailing overnight self-parking (presently \$28/night). Day guests pay a discounted self-parking rate of \$10/car/day for 12-hours, no in/out. Oversized vehicles (i.e. box trucks and trailers) will not fit in garage. You will have to park behind the hotel and the daily cost for oversized vehicles is \$75.00 per vehicle per night. The lower level of the garage is P2, the Conference Center is P3.

LIABILITY OF LOSS

Vendor spaces are not secured. NCBS will not be responsible for any loss, injury to, damage, including fire and theft, which may occur to an exhibitor or to his/her agents, or to his/her employees or to his/her property or wares arising from any cause whatsoever, prior to, during or subsequent to the period of this exhibit. Each exhibitor, by purchasing a vending location and reading this contract to exhibit document, expressly understands that he/she releases NCBS from, and agrees to indemnify it against any and all claims for such loss, injury or damage.

EXHIBIT SPACE

Exhibits must conform to the size of assigned space and must not obstruct the view of others. All spaces include one (1) 6ft table and two chairs. Due to space constraints, NCBS will not sell additional tables at this year's conference. If you require additional space you may purchase up to one (1) additional space. Included each booth are one (1) complimentary conference bag, each includes a program booklet, conference handouts and flyers, and two (2) complimentary registrations for academic sessions only. Additional conference bags and program books will be available for \$10.00. Exhibitor registration does not include meals or meal functions, receptions, or banquets.

INSURANCE

Exhibitors wishing to insure their materials, goods and/or wares on display in the Exhibit Hall against theft, damage by fire, accident, loss or liability of any kind, must do so at their own expense.

TERMINATION OF MEETING AND EXHIBIT

Should the premises in which the NCBS Meeting is to be held becomes, in the sole judgment of NCBS, unfit to occupy, or should the Meeting and Exhibits be materially interfered with by reason of strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by a government agency, or any other act beyond the control of NCBS, the contract for exhibit space may be terminated. NCBS will not incur any liability for damages sustained by the exhibitor as

a result of termination, the exhibitor expressly waives such liability and releases NCBS for all claims for damages and agrees that NCBS shall have no obligation except to refund the exhibitors a pro-rated share of the aggregate amount received by NCBS (as rental for exhibit space for said exhibit), after deducting all costs and expenses in connection with such exhibit including reasonable reserve for claims, such deductions being specifically agreed to by the exhibitor.

GENERAL RESTRICTIONS

- Electrical or other mechanical apparatus must be muffled so noise does not interfere with the concurrent sessions taking place in the rooms surrounding the exhibit area or other exhibitors.
- The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. No combustible decorations, such as crepe or tissue paper, cardboard or corrugated paper should be used at any time. All packing containers, excelsior and wrapping paper are to be removed from the floor. All muslin, velvet, silken or other cloth decoration must stand a flameproof test as prescribed by the local ordinance. Volatile explosives or other cloth decoration must stand flameproof test as prescribed by the local ordinance. Volatile explosives or other flammable matters, or other substance prohibited by the law or insurance carrier, are not permitted on the premises.
- The exhibitor assumes the entire responsibility and liability for losses, damages and claims arriving out of injury or damage to exhibitor's displays, equipment, and other property brought upon the hotel agents, servants, and employees from any and all such losses, damages, and claims.
- Canvassing or distributing advertising matter outside the exhibitors own space is not permitted. Solicitors of businesses, or conferences in the interest of business, except by exhibiting firms, are prohibited.
- The Exhibit Manager reserves the right to restrict any exhibit which might be considered undesirable. The restriction includes articles, conduct, dress of models, printed matters or anything objectionable to the exhibit as a whole. All points not specifically covered are subject to the decision of NCBS.

I have read, understand, and will comply with the above written information.

Printed Name: _____

Signature: _____

Name of Business: _____

Date: _____