



**AGREEMENT FOR RETAIL SPACE**

**NAACP ANNUAL CONVENTION  
48<sup>th</sup> ANNUAL NAACP EXPERIENCE**

**July 22-25, 2017, BALTIMORE CONVENTION CENTER, BALTIMORE, MARYLAND**

This RETAIL SPACE AGREEMENT (the "Agreement") is entered into effective the date of Agreement approval between the National Association for the Advancement of Colored People, Inc. ("NAACP") and \_\_\_\_\_, ("Retailer").

Number of Booths Requested: \_\_\_\_\_ (\$750 for each 10X10 booth)

Size of Booth(s): \_\_\_\_\_

**NOTE:** The NAACP reserves the right to assign space in order to lessen any conflict of displays or products.

In consideration of the use of retail space and adherence to the terms and conditions contained herein, enclosed is \$\_\_\_\_\_ as payment in full for rental of booth(s) requested.

Method of Payment:  Mastercard     Visa     American Express     Check     PO

Credit Card/Check/PO Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Printed Name on Card: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_

**MAKE CHECKS PAYABLE TO: National Association for the Advancement of Colored People (NAACP)**

RETURN BY MAIL TO:

EMAIL AS .PDF TO:

FAX TO:

NAACP  
ATTN: NAACP Experience  
4805 Mt. Hope Drive  
Baltimore, MD 21215

[exhibits@naacpnet.org](mailto:exhibits@naacpnet.org)

NAACP  
ATTN: NAACP Experience  
(410)764-7742

***Cancellations for reserved booth space must be received in writing by May 26, 2017  
or any monies rendered to the NAACP will be forfeited.***

Name of Retailing Company/Organization/Agency: \_\_\_\_\_

Description of Product: \_\_\_\_\_

Website: \_\_\_\_\_ Location Status:  Local     Out-of-Town

Company Twitter Handle: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Retailer Registration: Each retailing company is permitted two complimentary registrations per 10' x 10' space for company personnel. Additional company personnel who wish to attend the conference will be charged the full registration fee. Additional company personnel registering on a daily basis will be charged at the per day rate.

Please return this contract with your remittance.  
Space assignment will be returned after June 9, 2017.

# NAACP COMMERCE AND INDUSTRY SHOW RETAIL EXPO - TERMS AND CONDITIONS

**BOOTHS:** Retail booths are 10' x 10' except as noted on the floor plan. Each 10' x 10' booth comes equipped with aluminum columns and aisle posts, draperies and a pre-printed sign displaying the name of the organization. Backwall is 8' high with 36" side partitions, if desired. Special signs may be ordered in advance from the Convention Decorator. Retail spaces must be confined within the area of the space leased by the Retailer. Retail spaces should not exceed 4" from each side. Two Tables, Two Chairs, and One Trash Can will be provided with rental of space, if desired. Retailers are strongly encouraged to rent carpet from Convention Decorator.

**HOURS:** Retail space hours are as follows: Saturday, July 22, 2017, 11:00 a.m. to 6:00 p.m.; Sunday, July 23 - Tuesday, July 25, 2017, 10:00 a.m. to 6:00 p.m. Retailers will be permitted entrance to the exhibit hall daily - two hours prior to opening and one-half hour immediately after closing. Setup of booths can commence at 9:00 a.m., Thursday, July 20, 2017. Dismantling of booths can commence from 6:00 p.m. - 10:00 p.m. on Tuesday, July 25, 2017 and continue at 8:00 a.m. on Wednesday, July 26, 2017.

ALL RETAIL SPACES MUST BE IN PLACE AND READY FOR OPENING SATURDAY, JULY 22, 2017 AT 10:00 A.M. OR SPACE MAY BE FORFEITED WITHOUT REFUND. ALL RETAIL SPACE MUST BE REMOVED BY 5:00 P.M. ON WEDNESDAY, JULY 26, 2017.

**LIABILITY OF THE NAACP:** The NAACP shall not be held liable for loss or damage to goods or property of retailers or personal injury to the retailer or the retailer's employees. Each retailer expressly indemnifies and will hold harmless the NAACP and its agents, employees, directors from all such claims by any third party, arising from or related to the use of the space(s) by the Retailer. The Retailer further warrants that they will adhere to all applicable rules, regulations and laws.

**RETAILER'S BADGES:** Retailer's employees, who are designated by the retailer, will be issued badges which will authorize such employees to enter the exhibit hall during hours when it is open for retailers, but not to the public. Badges must be visible at all times. Please do not request badges for anyone other than those actually manning the booth. Youth under the age of sixteen (16) will not be issued badges unless permission is given by the NAACP Senior Director of Events Planning.

**FREIGHT HANDLING:** All information regarding Drayage service will be handled by the Convention Decorator.

**MISCELLANEOUS REGULATIONS:** No loudspeakers, phonographs, sound movies or megaphones that interfere with adjoining retail spaces or exhibits will be permitted in the Retail Expo. Monitors, tables, racks, and/or displays must be located as not to interfere with other retailer's aisle space and operation, and must conform to any regulation as set by the event venue. Failure to stay within space allotted may result in forfeiture of the retail space without refund.

No combustible decorations such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All packing containers, excelsior and wrapping paper are to be removed from the floor and must be stored under the tables or behind displays.

RETAILERS ARE NOT PERMITTED TO SELL NAACP PARAPHERNALIA OR BOOKS, INCLUDING SELF-PUBLISHED, IN THE EXPO WITHOUT WRITTEN APPROVAL FROM THE EXHIBITS MANAGER. UNAUTHORIZED SALE OF THESE ITEMS WILL RESULT IN FORFEITURE OF RETAIL SPACE WITHOUT REFUND.

**ASSIGNMENT:** The retailer agrees not to assign, sublet, or share, in whole or in part, their assigned space without prior notice and approval by the NAACP Senior Director of Events Planning. SALE OF MERCHANDISE IS LIMITED TO THE AUTHORIZED SPACE(S) GRANTED HEREIN. VIOLATOR(S) SHALL FORFEIT ANY RIGHTS GRANTED UNDER THIS AGREEMENT.

**SOLICITATION BY NON-RETAILERS:** Firms and their representatives' not assigned retail space are prohibited from soliciting business in any form in the exhibit hall. Violators of the prohibition will be promptly ejected from the hall.

I HEREBY ACKNOWLEDGE AND AGREE TO THE AFORMENTIONED TERMS,

Retailer/Company Name: \_\_\_\_\_

By: \_\_\_\_\_

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