



**AGREEMENT FOR EXHIBIT SPACE**

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

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

This EXHIBIT 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 \_\_\_\_\_, ("Exhibitor").

Number of Booths Requested: \_\_\_\_\_ \$2000-Corporate/\$1500-Government/\$1000-Non-Profit

Size of Booth(s): \_\_\_\_\_ Per 10X10 Booth

**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 exhibit 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 Exhibiting Company/Organization/Agency: \_\_\_\_\_

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

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

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

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

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

Please also email high resolution company logo in .jpeg, .png, or .eps to [exhibits@naacpnet.org](mailto:exhibits@naacpnet.org)

Exhibitor Registration: Each exhibiting 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 - TERMS AND CONDITIONS

**BOOTHS:** Exhibit 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. Exhibits must be confined within the area of the space leased by the Exhibitor. Exhibits should not exceed 4" from each side. One Table and Two Chairs will be provided with rental of space, if desired. Exhibitors are strongly encouraged to rent carpet from Convention Decorator.

**HOURS:** Exhibit 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. Exhibitors will be permitted entrance to the exhibit areas 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. Unless prior arrangements have been made with the decorator for warehousing/shipment or advance notification is provided and approved by the exhibits manager, **ALL EXHIBITS MUST BE IN PLACE AND READY FOR OPENING SATURDAY, JULY 22, 2017 AT 10:00 A.M. AND MUST BE REMOVED BY 5:00 P.M. ON WEDNESDAY, JULY 26, 2017.**

**EQUIPMENT:** Shortly after exhibit space has been confirmed, exhibitors will receive an on-line link to the exhibitor's kit. The services available for rental include: carpet, furniture and furnishings, electrical supplies and electricians, display men, display equipment, including projectors, cleaning and insurance coverage. The Convention Decorator will also design an exhibit to your specifications, if desired.

**LIABILITY OF THE NAACP:** The NAACP shall not be held liable for loss or damage to goods or property of exhibitors or personal injury to the exhibitor or the exhibitor's employees. Each exhibitor expressly indemnifies and 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 Exhibitor. The Exhibitor further warrants that they will adhere to all applicable rules, regulations and laws.

**EXHIBITOR'S BADGES:** Exhibitor's employees, who are designated by the exhibitor, will be issued Exhibitor's Badges which will authorize such employees to enter the exhibit area during hours when it is open for exhibitors, 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 exhibits will be permitted in the Exhibit Hall without prior notice and approval of the NAACP Senior Director of Events Planning. Silent movies must be located as not to interfere with other exhibitor's aisle space and operation, and must conform to any regulation as set by the event venue.

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.

**IN ORDER THAT EXHIBITION MAY BE OF THE GREATEST BENEFIT TO EXHIBITORS, ORDERS FOR FUTURE DELIVERY OF PRODUCTS IS PERMITTED. HOWEVER, THE SALE OF ANY ITEM FOR DELIVERY ON THE PREMISES IS SPECIFICALLY FORBIDDEN.**

**SUB-LETTING:** The exhibitor 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.

**SOLICITATION BY NON-EXHIBITORS:** Firms and their representative's not assigned exhibit 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,

Exhibitor/Company Name: \_\_\_\_\_

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

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