

# 2017 NABJ Convention and Career Fair

Hilton New Orleans Riverside  
Two Poydras Street, New Orleans, LA 70130  
August 9-13, 2017

## Exhibit Contract

### 1. COMPANY INFORMATION

The information provided below will be published in the convention program book. **(Please print clearly)**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Email: \_\_\_\_\_

Company Website: \_\_\_\_\_

### 2. PRIMARY EXHIBIT CONTACT

Name: \_\_\_\_\_  
(Person who will receive correspondence about the Career Fair)

Address: \_\_\_\_\_  
(If different than above)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Direct Telephone: \_\_\_\_\_

Direct Fax: \_\_\_\_\_

Direct Email: \_\_\_\_\_

### 3. EXHIBIT SPACE FEES

	Early Bird (by March 1, 2017)	Pre-Registration (by June 1, 2017)
<b>RECRUITER BOOTH FEES:</b>		
<i>RECRUITER: Defined as a company that is seeking to provide employment opportunities to convention attendees during the Career Fair.</i>		
<input type="checkbox"/> Print Media by Circulation 100,000 and over	\$3500	\$3800
<input type="checkbox"/> Print Media by Circulation Under 100,000	\$3200	\$3500
<input type="checkbox"/> Television Stations by Market 1 to 75	\$3500	\$3800
<input type="checkbox"/> Television Stations by Market 76 to 214	\$3200	\$3500
<input type="checkbox"/> Media Agency (Third-Party Recruitment and Ad Agencies)	\$3200	\$3500
<input type="checkbox"/> New Media by Unique Visitors Over 500k+	\$3200	\$3500
<input type="checkbox"/> New Media by Unique Visitors Under 500k	\$2000	\$2300
<input type="checkbox"/> Radio Stations by Market 1 to 75	\$3500	\$3800
<input type="checkbox"/> Radio Stations by Market 76 to 214	\$3200	\$3500
<input type="checkbox"/> Journalism School	\$1500	\$1700
<input type="checkbox"/> Nonprofit Media/Organization/Association 2M+ annual revenue	\$1800	\$2200
<input type="checkbox"/> Nonprofit Media/Organization/Association Less than 2M annual revenue	\$1500	\$2000
<b>EXHIBITOR BOOTH FEES:</b>		
<i>EXHIBITOR: Defined as a company that is displaying or disseminating information and/or product during the Career Fair.</i>		
<input type="checkbox"/> Exhibitor (per 8' x 10" booth unit)	\$3500	\$3800
<b>ADDITIONAL FEES</b>		
<input type="checkbox"/> Island booths	\$2500	\$2800
<input type="checkbox"/> Corner booths - Spaces of 160 sq. ft. and over	\$1500	\$1800

**4. SPACE BENEFITS**

- One table, two chairs, booth sign, and one waste basket.
- Two (2) complimentary convention registrations for each 8' x 10' booth.
- Recruiter/Exhibitor registration includes premium convention bag, convention pocket guide, and access to convention workshops.

**5. CAREER FAIR/EXHIBITS SCHEDULE**

Tuesday, August 8, 2017  
7:00 p.m. – 12:00 p.m.  
Booth Set-up

Wednesday, August 9, 2017  
7:00 a.m. – 12:00 p.m.  
Exhibitor Registration/Hall Set-up

12:00 p.m. - 5:00 p.m.  
Career Fair/Exhibits Opens

Thursday, August 10, 2017  
9:00 a.m. – 5:00 p.m.  
Career Fair/Exhibits Opens

Friday, August 11, 2017  
9:00 a.m. – 5:00 p.m.  
Career Fair/Exhibits Opens

Friday, August 11, 2017  
5:01 p.m. – 12:00 p.m.  
Exhibit Dismantling/Removal

**6. SPACE REQUIREMENTS**

Number of booths needed: \_\_\_\_\_ (Minimum booth size: One unit = 8' X 10' or 80 square feet)

Booth number preferences are: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

**7. PAYMENT METHOD - Payable to NABJ**

Total Number of booths desired: \_\_\_\_\_ (one booth = 8' x 10' square feet)

Total Fees: \_\_\_\_\_ (include the appropriate island or corner booth fees, if space purchased is 160 sq. ft. and over)

\_\_\_\_\_

PAYMENT OPTION:     MC     VISA     AMEX     CHECK     MONEY ORDER

Total Enclosed: \_\_\_\_\_ (including \$3.00 administrative fee)  
*Full balance due with submission of all contracts*

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder's Name (as it appears on the card): \_\_\_\_\_

CVV#: \_\_\_\_\_ Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

## 7. RULES AND REGULATIONS

National Association of Black Journalists hereinafter referred to as "NABJ" is sponsor of the 2017 Convention & Career Fair.

1.) PAYMENT. Contract will not be processed or space assigned without the required payment.

2.) CANCELLATION OF CONTRACT. Exhibitors may cancel their exhibit space, by sending a written notice of cancellation by June 1, 2017. Additionally, NABJ will charge a \$200 cancellation fee, even if the canceled space is subsequently resold. Complimentary registration passes will be invalid.

3.) COMPLIANCE WITH REGULATIONS. If an exhibitor fails to abide by the regulations of the convention as set forth, then the contract between NABJ and the exhibitor will be terminated. The exposition regulations constitute a portion of the contract between NABJ and the exhibitor. Therefore, any failure on the part of the exhibitor to comply with the regulations represents a default on, and termination of the contract. Should the contract be terminated in this manner, the exhibitor shall forfeit the amount paid for space rental, regardless of whether or not NABJ enters into a further lease of the space involved. Interpretation and application of the regulations are within the sole discretion of NABJ and decisions of NABJ are final.

4.) MAINTENANCE OF EXHIBITOR SENIORITY. Participation in the 2017 show is considered to be exclusive of any other NABJ related events and therefore will not affect seniority status for other events.

5.) ELIGIBLE EXHIBITS. NABJ reserves the right to determine eligibility of any company or product to participate in the exposition. NABJ can refuse rental of exhibit space to any company whose display of goods or services is not, in the opinion of NABJ, compatible with the educational charter and objectives of the exposition or is otherwise inappropriate.

6.) ALLOCATION OF SPACE. Whenever possible, space assignments will be made by NABJ in keeping with the preference specified by the exhibitor. NABJ, however, reserves the right to make the final determination of all space assignments in the best interest of the exposition.

7.) SUBLETTING OF EXHIBIT SPACE. Exhibitors may not assign, sublet or share their exhibit space with another business or firm unless approval has been obtained in writing from NABJ. Exhibitors must show goods manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplates, imprint or trademark under which same is sold in the general course of business.

8.) LIABILITY. NABJ, its members, the representatives and employees thereof will not be responsible for any injury, loss or damage that may occur to the exhibitor, exhibitor's employees, agents, contractors or property from any cause whatsoever, or which may be sustained by any person who may be on the premises leased to the exhibitor or watching, observing or participating in any demonstration or exhibit of the exhibitor, unless such injury, loss or damage is caused by the sole gross negligence or willful misconduct of NABJ. Exhibitor and exhibitor's contractors and its insurers will not subrogate against NABJ for theft of, loss of or damage to exhibitor's or exhibitor's contractors' property while in transit to, within, and in transit from the confines of the hall.

The exhibitor and exhibitor's contractors shall defend, indemnify and hold NABJ, its officers, members, agents and employees, harmless against any and all claims, lawsuits, judgments, costs, and expenses (including attorney's fees) for injury (including death), property damage or other harm for which recovery of damage is sought that may arise out of or be occasioned by exhibitor's performance of the contract, breach of any of the terms or provisions of the contract, or by any other act or omission of exhibitor, its officers, agents, employees, or subcontractors, in the performance of this contract; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole gross negligence of NABJ, its officers, members, agents or employees.

9.) INSURANCE. The exhibitor and exhibitor's contractors shall, at their sole cost and expense, procure and maintain through the term of this contract the

following insurance:

a. Commercial General Liability Insurance against claims for bodily injury or death, property damage as well as personal and advertising injury occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and products liability coverage, with combined single limits of liability of not less than combined total of \$1,000,000 per occurrence.

b. Workers Compensation insurance as required by statutory law and Employers Liability with limits not less than:

Bodily injury by accident - \$100,000 each accident  
Bodily injury by disease - \$100,000 each employee  
Bodily injury by disease - \$500,000 policy limit

c. Commercial Auto Liability Insurance-limits of liability not less than \$1,000,000 combined single limit.

Coverage for all required lines must be placed through a licensed carrier authorized to conduct business in the State in which the convention is being held. All carriers providing coverage must have an A.M. Best Rating of not less than A-, VII.

Exhibitor shall obtain and furnish to NABJ upon request a certificate of insurance evidencing the required coverage to NABJ and its agents, employees, assigns and successors as additional insureds to such coverage to be stated as primary without contribution from any other source. If the exhibitor uses a non-official contractor, it too must comply with the above coverage provisions. All property of the exhibitor and the exhibitor's contractors is understood to remain under its custody and control in transit to, within, and in transit from the confines of the hall.

10.) DISABILITY PROVISIONS. Exhibitor shall have sole responsibility for ensuring that their exhibit is in full compliance with the Americans with Disabilities Act and any regulations implemented by that Act.

11.) DAMAGE TO PROPERTY. The exhibitor is liable for any damage caused to building floors, walls or columns, or to standard booth equipment, or to another exhibitor's property or the Hilton New Orleans Riverside

12.) LABOR. Exhibitors are required to observe all contracts in effect between service contractors and labor organizations.

13.) CONFLICTING EVENTS DURING SHOW HOURS. The exhibitors agrees not to extend invitations, call meetings, hospitality events or otherwise encourage the absence of industry professionals from the exhibit hall and meeting rooms during the hours of all education and show activities. All requests for meeting rooms, hotel suites and special function rooms must be approved by NABJ. If an exhibitor cancels exhibit space, the opportunity to use any approved meeting rooms, hotel suites or special function rooms will be invalid.

14.) INSTALLATION. The start time for installation of exhibits is 7:00 PM, Tuesday, August 8, 2017. No exhibits should arrive at the exhibit location earlier than this date. Exhibit displays must be fully set up and ready by 12:00 PM on Wednesday, August 9, 2017. After that time, any unattended booths will be set up at the discretion of NABJ and all expenses will be charged to the exhibitor. In the best interest of the exposition, NABJ reserves the right to re-assign any un-set exhibit space after 5:00 PM on Wednesday, August 9, 2017.

15.) EXPOSITION GUIDELINES. The guidelines have been adopted to ensure that each exhibitor can effectively use the assigned space without infringing on the rights of neighboring exhibits. No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Booth personnel, including demonstrators, hostesses and models, are required to confine their activities within the exhibitor's booth space. Apart from the specific display space for which an exhibiting company has contracted with NABJ, no part of the exhibit location and its grounds or public property may be used by any organization other than NABJ for display purposes.

a. Sound. Sound systems will be permitted if tuned to a conversational level and if not objectionable to neighboring exhibitors.

b. Lighting. NABJ reserves the right to restrict the use of glaring lights or objectionable light effects. The use of flashing electric signs or lights is not permitted.

c. Attire. Representatives should be conservatively attired to maintain the professional and business-like climate of the show.

16.) ADMITTANCE DURING NON-SHOW HOURS. Booth personnel will not be permitted to enter the exhibit floor earlier than 7:00 AM on a scheduled show day, except on opening day, August 9, 2017, where they can access the exhibit floor at 7:00 AM, and other personnel will not be permitted to remain on the exhibit floor after closing hour each evening, with the exception of Friday, August 11, 2017. Exhibitors that require additional time must obtain permission in writing from show management prior to the show day.

17.) DISMANTLING. Exhibitor's displays must not be dismantled or packed in preparation for removal prior to the official closing time of 5:01 p.m., Friday, August 11, 2017. Every exhibit must be fully staffed and operational during the entire show. The deadline for the dismantling and removal of displays will be 11:59 PM, Friday, August 11, 2017. At this time, all exhibit displays or materials left in the booths without instructions will be packed and shipped at the discretion of NABJ and all charges will be applied to the exhibitor.

18.) BADGES. Official show badges will be required for entry into the exhibit hall at all times. Badges are not transferable and those worn by other than the person to whom the badge is issued will be confiscated. Business cards are not to be used in badge holders. Exhibitors will be granted an allotment of two (2) full convention registrations per contracted exhibit space. Registration needed in excess of this allotment must be purchased at the published rate.

19.) FEDERAL COPYRIGHT RESTRICTIONS. Exhibitor agrees to assume full responsibility with the federal copyright restrictions applicable to exhibitors, including but not limited to, any music performance agreement between NABJ and exhibitors for meeting, conventions, trade show and expositions. Exhibitor further represents and warrants that it shall obtain any additional license or grant of authority required of exhibitors under the copyright laws and be prepared to present NABJ, with a copy of such license or grant no less than (30) days prior to the start of the exposition.

20.) ORDINANCES AND REGULATIONS. Each exhibitor is charged with knowledge of all ordinances, regulations, and fire laws pertaining to health, fire prevention and public safety while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor.

21.) EQUIPMENT POSITION WITHIN BOOTH. To ensure the safety of all show participants, all machinery and equipment shall be positioned so that no portion is closer than 12 inches from the aisle.

22.) RELOCATION OF EXHIBITS. NABJ reserves the right to alter the location of exhibit spaces, at its sole discretion, in the best interest of the exposition.

23.) PHOTOGRAPHY AND SKETCHING. Cameras may be carried in the exhibit area, but under no circumstances may photographs be taken without expressed authority of the exhibitor concerned in each case. Sketching or drawing machinery or products on display is prohibited.

24.) EXPO DEADLINES. Exhibitor agrees to adhere to all published deadlines related to the production and promotion of the NABJ Career Fair and Exhibits.

25.) FAILURE TO HOLD SHOW. Should the exposition be cancelled, postponed or abandoned, the limit of claim for damages and/or compensation by the exhibitor shall forfeit the amount already paid for the space for the specific event. Should the exposition be curtailed or abandoned in part, the limit of claim for damages and/or compensation by the exhibitor shall be that return of the prorated amount the exhibitor already paid for space for the canceled portion of this specific event. However, exhibitors will not be reimbursed if the exposition is canceled, postponed, curtailed or abandoned due to an act of war, act or threatened act of terrorism, insurrection or radioactive contamination.

26.) AMENDMENT OF RULES. NABJ reserves the right to make changes, amendments and additions to these rules at any time, and all changes, amendments and additions so made shall be binding on the exhibitor with the provision that all exhibitors will be advised of any such changes. Any matters not specifically covered herein are subject to decision by NABJ.

Read and check all boxes below.

I have read and understand the rules and regulations which govern the NABJ Convention and Career Fair that are a part of this contract and agree to abide by said rules and regulations. I have read and fully understand the cancellation penalty clause that is a part of the rules and regulations referenced.

I understand the 2017 exhibitor booth dimensions are 8'x10' not 10'x10'.

As a non-profit professional and educational organization, NABJ greatly appreciates corporate and foundation support for its mission, goals, programs and activities. Acceptance by NABJ of any financial or in-kind contribution from our partners or funders does not constitute an endorsement of their policies, products or services. It is understood and acknowledged there should be no expectation on the part of our partners or funders for any special treatment in news or media coverage which would be against journalism's ethical standards. Likewise, as we welcome input from our partners as we do from the community as a whole, NABJ retains final approval of all topics of discussion, selection of panel experts, speakers and other aspects of creative and editorial control regarding branded events, workshops and panels.

Signature/Date: \_\_\_\_\_

- Make a copy of all three pages of the Exhibit Space Contract for your records.
- Complete a convention registration form for all registrants.
- The company data collected from the Exhibit Space Contract will be printed in the 2017 Convention Program Book. It is the responsibility of the exhibiting company to notify the exhibit manager in writing of any changes that impact the accuracy of this information. No changes will be accepted after June 15, 2017.
- Mail or fax original contract and convention registration forms with payment to:  
#NABJ17 Exhibit Manager  
1100 Knight Hall  
Suite 3100  
College Park, MD 20742  
Fax: (301) 314-1714 (Credit card payments only)
- Return Check Fee is \$75.
- Questions should be directed to Veronique Dodson at (301)405-0554 or [vdodson@nabj.org](mailto:vdodson@nabj.org).