

# Rooted in our Past: Building a Landscape for the Future



## ANNUAL BLACK LEADERSHIP CONFERENCE

**October 4-5, 2018**

New Jersey  
Black Issues Convention



**New Jersey Institute of Technology  
University Heights, Newark, NJ 07102**

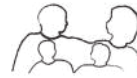
## Exhibitors Form

### **NJBIC**

P.O. Box 1843, Newark, NJ 07101  
Tel. 973-824-7463 | Fax 973-824-2212  
email: [lmakleridley@njbic.org](mailto:lmakleridley@njbic.org)  
[www.njbic.org](http://www.njbic.org)

### **FOR INFORMATION ON CONFERENCE**

CALL NJBIC CONFERENCE OFFICE  
Tel. 908-561-4062 | Fax: 908-561-6827  
[www.njbic.org](http://www.njbic.org)



## General Information

The following information is intended to assist you in having a successful exhibit during New Jersey Black Issues Convention's 36th Annual Leadership Conference. We suggest you read it in its entirety to assist you in answering many important questions about exhibiting at the Showcase.

Upon review, please contact NJBIC directly if we may be of further assistance.

<b>WHAT:</b>	Exhibitor & Vendors Showcase (Main Showcase) Arts & Education Showcase Health & Wellness Showcase Technology Showcase Energy & Environment Showcase	<b>WHERE:</b>	New Jersey Institute of Technology Campus Center 150 Bleeker Street University Heights Newark, NJ 07102
<b>WHEN:</b>	Thursday, October 4, 2018 Friday, October 5, 2018	<b>SHOW HOURS:</b>	Thursday, October 4, 2018 – 9:00am - 5:00pm Friday, October 5, 2018 – 9:00am - 4:00pm
<b>MOVE IN:</b>	Wednesday, October 3, 2018 3:00pm - 9:00pm (NO EXCEPTIONS)	<b>MOVE OUT:</b>	Friday, October 5, 2018 – 5:00pm - 7:00pm

## Hotel Information

New Jersey Black Issues Convention has arranged for a block of rooms at a reduced rate. If you would like to reserve a room at the **Robert Treat Hotel - 50 Park Place, Newark, NJ 07102**, rates are: **\$95.00 Single/Double Occupancy** plus 15% state and local taxes.

Once you have mailed your **Vendor and Exhibitor Agreement Form** to NJBIC, please call to make a reservation. You must be registered for the Conference as an attendee, sponsor, speaker, exhibitor or volunteer to make a reservation at the reduced rate.

Please call **973-622-1000** for NJBIC GROUP **#1499 Code**. The last date to make a reservation is **9/2/2018** based on availability.

## Vendor and Exhibitor Registration

Upon arriving at the New Jersey Black Issues Convention, please proceed to Vendor and Exhibitor Registration in the Campus Center at The Gallery, 2nd Floor. You will receive the following at Registration:

- Official New Jersey Black Issues Convention Exhibitor Badge
- A Conference Tote bag
- Copy of the official 36th Annual Conference Program
- Exhibit Floor Plan

*Badges must be worn at all times while on site at the conference.*

### BOOTH ASSISTANT'S PASS

Daily passes for additional personnel required to staff your booth can be purchased for \$10 each (and does not include tickets and sessions).

### EXHIBIT SPACE

Exhibits must conform to the size of the space, and must not obstruct the view of others. Booths will be equipped with the following:

#### ALL STANDARD TABLES INCLUDE:

- One 6' x 2.5' table, draped
- Booth Size: 6-feet wide x 3-feet deep
- Booth Height: a maximum display of 6-feet from the exhibit floor
- 2-chairs
- 2-Complimentary Registrations/Badges - Does not include meal tickets, hotel accommodations.

# ROOTED IN OUR PAST: Building a Landscape for the Future

New Jersey  
Black Issues Convention



## **PAYMENT**

Payment is due in full at time of application submission and may be made by money order, or check payable to: New Jersey Black Issues Convention. A \$30.00 service charge will be applied to returned checks.

## **DEADLINE**

ALL APPLICATIONS MUST BE RECEIVED BY SEPTEMBER 10, 2018. All applications will be processed in the order they are received and will only be processed if full payment accompanies the application unless other arrangements have been made.

## **SET-UP AND DISMANTLING**

Exhibitors may set-up (load-in) on Wednesday, October 3, 2018, from 3:00pm to 8:00pm. Please load through the NJIT Campus Center Loading dock.

It is the responsibility of each exhibitor to have their exhibit set-up at least 30-minutes prior to the opening of the exhibition on Thursday, October 4, 2018, with all unused items placed under their table. Exhibitors must not begin dismantling before closing of the show at 3:00pm on Friday, September 29th, but dismantling must be completed by 5:00pm. Exhibitors are required to staff their booths during operational hours of the event unless prior arrangements have been made.

## **ASSIGNMENT OF SPACE**

All applications received will be acted upon promptly by NJBIC. Booth assignments will be made according to the postmark date giving earlier postmarks first preference for consideration of space. All space for the exhibit is allocated on a first paid, first assigned basis. As much as possible, location preference expressed by exhibitors will be observed. The decision of NJBIC with respect to allocation of space will be final and binding upon all exhibitors.

No exhibitor shall obstruct aisles, common areas or neutral space between tables or booths with his/her goods or in any other manner. All aisles must be kept clear within the boundaries set-up by local fire codes in accordance with the Campus Center. All exhibits must conform to the space requirements of New Jersey Black Issues Convention, Campus Center, local fire department and any other authority under whose jurisdictions the show and its location falls.

After receiving payment and reviewing your completed application, you will receive a confirmed copy of your signed agreement. This returned copy serves as your complete agreement with New Jersey Black Issues Convention/NJBIC.

## **ELECTRICITY**

If electricity is required, it must be noted and ordered from the Campus Center. Please note: a separate form will be provided. You must complete this form and return it directly to the NJBIC Convention Office no later than September 21, 2018.

## **SUB-LETTING**

Exhibitor shall not assign or sublet space without the written consent of New Jersey Black Issues Convention. The exhibitor may not assign its contract for exhibit space or permit any other person or company to use any part of such space. If such an event occurs, the exhibitor may be removed from the event without a refund.

## **PROHIBITED**

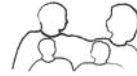
There shall be no flammable, toxic or otherwise hazardous materials use, located, stored within or transported to or throughout the facility. Open flames are not permitted. Smoking is not permitted inside the building or in connection with the Exhibits Showcase to include in front of or near any designated Showcase entrances. No propane or bottled gas shall be permitted for use in connection with the Showcase. No alcohol may be served at the Showcase.

## **VENDING**

Exhibitors may demonstrate products and services, solicit orders, sell items and distribute advertising material only from their assigned exhibit space and only for products and services, which are provided in exhibitor's normal operation of business. If you are selling products and or offering food or beverage, you are responsible for having knowledge of and being in compliance with all laws, ordinances and regulations pertaining to licensing, sales tax, health, fire prevention, public safety, copyright, and the Americans with Disabilities Act. Exhibitors must agree not to show discrimination to any individual or group on the basis of sexual orientation, gender, race, ethnicity, handicap, political or familial affiliations, or any other reason. No undignified methods of attracting attention such as loudspeakers, flashing lights, violating the spaces of other exhibitors, etc. shall be permitted. New Jersey Black Issues Convention reserves the right to remove any materials or persons with loss of all fees, if determined to be in violation of this Vending clause in any way.

## **FOOD AND BEVERAGE**

Food and beverage samples are limited to "bite-size, 1-oz. Samples only." No alcoholic beverages are permitted.



## EXHIBITOR CANCELLATION/WITHDRAWAL

Cancellations must be made in writing and mailed or faxed to:

New Jersey Black Issues Convention, P.O. Box 1843, Newark, New Jersey 07101 or faxed to 908-561-6827  
E-mails, voice-mails, or any other type of communication other than a written request shall not be honored.

- Cancellation request made before September 9, 2018 will receive a full refund.
- Cancellation requests received after September 9, 2018 and until September 18th will receive a 50% refund.
- Cancellation requests received after September 23, 2018 will not receive a refund.

## SHOWCASE CANCELLATION/TERMINATION OF MEETING AND EXHIBITS

Should the premises in which the New Jersey Black Issues Convention, Inc. plans to hold the annual conference become, in sole judgment of the New Jersey Black Issues Convention, Inc. unfit for occupancy, or should the conference or exhibit 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 the New Jersey Black Issues Convention Inc. the Contract for Exhibit space may be terminated. The New Jersey Black Issues Convention will not incur any liabilities for damages sustained by exhibitors as a result of such termination. In the event of such termination the exhibitor expressly waives such liability and releases the New Jersey Black Issues Convention, Inc. of and from all claims for damages and agrees that the New Jersey Black Issues Convention, Inc. shall have no obligation except to refund the exhibitor a pro-rated share of the aggregate amount received by the New Jersey Black Issues Convention, Inc. (as rental of exhibit booths), after deducting expenses in conjunction with the Exhibits Showcase.

If New Jersey Black Issues Convention should be prevented from holding the Exhibits Showcase by any cause beyond its control, or if it cannot permit the exhibitor to occupy space due to causes beyond its control, management reserves the right to alter location, and/or date of event with reasonable notice provided to exhibitors. New Jersey Black Issues Convention reserves the right to cancel the exhibit with no further liability than a refund of the space rental less a proportionate share of the exhibition expenses.

## LIMITATIONS OF LIABILITIES

Neither the New Jersey Black Issues Convention, Inc., its agents, the The NJIT Campus Center, nor the Member Organizations will be responsible for any loss, injury, or damage, including fire and theft, which may occur to an exhibitor or to an agent, or employees, or the property or wares, arising from any cause whatsoever, prior, during, or subsequent to the period of this exhibit/showcase. Each exhibitor, by signing an application and agreement to exhibit, expressly understands that the organization releases the New Jersey Black Issues Convention, Inc., from, and agrees to indemnify it against any and all claims for any such loss, injury, or damage.

## INSURANCE

Exhibitors wishing to insure their materials, foods, and/or wares on display in the exhibit showcase(s) against theft, damage by fire, loss or liability of any kind must do so at their own expense.

## SECURITY

New Jersey Black Issues Convention will provide Security during the load-in on Wednesday, October 3rd, during overnight hours of October 3rd and October 4th, however, Security nor NJBIC is responsible for theft or loss. To protect your goods and services, NJBIC recommends Exhibitors insure their materials, goods, and/or wares on display in the exhibits showcase(s) against theft, damage by fire, loss or liability of any kind at their own expense.

These regulations become a part of the contract between the exhibitor and the New Jersey Black Issues Convention, Inc. and have been formulated in the best interest of all concerned. The New Jersey Black Issues Convention respectfully requests the full cooperation of exhibitors in the observance of these regulations. All points not covered are subject to the decision of the New Jersey Black Issues Convention.

## QUESTIONS? CALL

New Jersey Black Issues Conference Office  
Tel. 908-561-4062

# ROOTED IN OUR PAST: Building a Landscape for the Future

New Jersey  
Black Issues Convention



## Exhibitor & Vendor Agreement Form 2018 New Jersey Black Issues Convention's 36th Annual Leadership Conference

**TO BE COMPLETED BY THE EXHIBITOR OR VENDOR**  
**SUBMISSION DEADLINE IS SEPTEMBER 9, 2018**

WE HEREBY ABIDE BY THE RULES AND REGULATIONS OF THE NEW JERSEY BLACK ISSUES CONVENTION, INC. AS SET FORTH IN THIS CONTRACT, ALL OF WHICH ARE MADE PART THEREOF, AND REQUIRES THE FOLLOWING EXHIBIT SPACE FOR OUR OWN USE:

### BOOTH SPACE(S):

PLEASE RESERVE BOOTH(S) AT: NJIT Campus Center, 150 Bleeker Street, University Height, Newark, NJ 07102

- |   |  |
|---|--|
| <input type="checkbox"/> CORPORATION - <b>\$1,500.00</b>                            | <input type="checkbox"/> AFRICAN-AMERICAN MARKETPLACE VENDOR - <b>\$300.00</b> |
| <input type="checkbox"/> GOVERNMENT - <b>\$500.00</b>                               | <input type="checkbox"/> MINORITY/WOMAN-OWNED BUSINESS - <b>\$300.00</b>       |
| <input type="checkbox"/> NON-PROFIT, COMMUNITY BASED ORGANIZATION - <b>\$300.00</b> |  |

### WE WANT TO DISPLAY THE FOLLOWING:

---

---

---

THE NEW JERSEY BLACK ISSUES CONVENTION, INC. RESERVES THE RIGHT TO ASSIGN BOOTH SPACE IN ORDER TO AVOID CONFLICT OF DISPLAYS OR PRODUCTS. IN CONSIDERATION OF THE USE OF EXHIBIT & VENDOR SPACE, WE AGREE TO PAY "\$ \_\_\_\_\_ " AS PAYMENT IN FULL FOR RENTAL PER BOOTH REQUESTED. FULL PAYMENT MUST ACCOMPANY THIS FORM. CANCELLATION OF BOOTH SPACE MAY NOT BE ACCEPTED AFTER SEPTEMBER 9, 2018. MAKE CHECKS PAYABLE TO **NEW JERSEY BLACK ISSUES CONVENTION, INC;** P.O. BOX 1843, NEWARK, NJ 07101.

### COMPANY/ORGANIZATION

COMPANY

---

CONTACT:

TITLE:

---

ADDRESS:

CITY / STATE:

---

PHONE:

EMAIL:

---

SIGNATURE:

DATE:

---

**DO YOU NEED ANY ACCOMMODATIONS? FOR INFORMATION CONTACT: Clyde Allen - Email: [clyde@allenandpartners.cc](mailto:clyde@allenandpartners.cc)**

- |   |  |
|---|--|
| <input type="checkbox"/> Wheels / Mobility Access                   | <input type="checkbox"/> Accessible Hotel Room |
| <input type="checkbox"/> Assisted Listening / Sign Interpreter      | <input type="checkbox"/> Braille / Large Print |
| <input type="checkbox"/> Personal Assistant (fee cost of meal ONLY) | <input type="checkbox"/> Other _____           |

### CONFIRMATION SHOULD BE SENT TO:

- |  |   |
|--|---|
| <input type="checkbox"/> Address Given Above | <input type="checkbox"/> Alternative Address: |
|--|---|

NAME:

---

COMPANY

---

ADDRESS:

CITY / STATE:

---

PHONE:

EMAIL:

---

- I am interested in volunteer opportunities for my company's employees.