



NATIONAL COUNCIL FOR BLACK STUDIES, INC.
Annual Conference

VENDOR APPLICATION

NOTE: Please submit and type or print legibly all information on this form.

Place an (x) in the appropriate space below.

_____ 1 Day \$150.00 Thursday ___ Friday ___ Saturday ___

_____ 2 Days \$300.00 Thursday ___ Friday ___ Saturday ___

_____ Entire Conference \$350.00

_____ Additional Table (s)\$ 20.00 each _____ (specify quantity)

Checks should be made payable to *The National Council for Black Studies, Inc.*

Name _____

Name of Exhibit _____

Type of Merchandise _____

Address _____

City _____ State _____ Zip _____

Area Code and Telephone Number _____ Fax _____

Email _____

Please read the terms of agreement and setup information on the next page.

- I have read the contract agreement and agree to the terms of the contract.
- I have read the contract agreement and disagree to the terms of the contract.

Signature

Date

DEADLINE FOR SUBMISSIONS: March 1

Submit this form with payment to: The National Council for Black Studies - National Office - Dept. of African-American Studies, University of Cincinnati, P.O. Box 210370 - Cincinnati, OH 45221-0370- For additional information, call (513) 556-0785 or Email: info@ncbsonline.org- *You may also apply online at http://www.ncbsonline.org/vendor_form*

Method of Payment: (Please make checks payable to the *National Council for Black Studies*)

Check # _____

Visa # _____ Exp. Date _____

Master # _____ Exp. Date _____

CONTRACT FOR EXHIBIT SPACE

The 36th Annual Meeting of the National Council for Black Studies, Inc. (NCBS) will be held March 7 - 10, 2012, at the Sheraton Atlanta Hotel (165 Courtland Street, NE. • Atlanta, GA 30303 • Phone 404-659-6500). Set-up will be Wednesday, March 7, 2012 at 5:00 pm. Exhibit hours are from 8:00 am - 7:00 pm March 7-10. Break-down Saturday, March 10, 2012 at 8:00 pm. Times are subject to change. You can unload on the loading dock which can be accessed off of Ellis Street (south side of building). The tables will be set in the Grand Ballroom on Level 3 of the hotel.

APPLICATIONS FOR SPACE

All applicants must complete the enclosed form and mail to NCBS no later than **February 15, 2012**. Applications must be accompanied by payment for exhibit space (\$150.00) via check, money order or online credit card via the website: www.ncbsonline.org. PLEASE DO NOT MAIL CASH! Returned checks will be charged a \$25 fee. If you are unable to pay before February 15, please email info@ncbsonline.org or contact the National Office at 513-556-0785.

ASSIGNMENTS FOR SPACE

Assignments will be determined by the Exhibit Coordinator with location preference given to previous NCBS exhibitors, and new exhibitors whose applications are received prior to February 15, 2012.

EXHIBIT SPACE

Exhibits must conform to the size of assigned space and must not obstruct the view of others. All spaces include 6ft table, two chairs and trashcan. Included with all booths are (1) Complimentary conference bags, each includes a program booklet, conference handouts and flyers, and (2) complimentary registrations for academic sessions only. Additional conference bags and journals will be available for a nominal fee. Exhibitor registration does not include meals or meal functions, author's book signing, receptions, or banquets.

CONTRACT ACCEPTANCE

Applicant agrees that unless and until the contract or exhibit space is accepted by NCBS, it is not binding.

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.

WITHDRAWAL

Withdrawal by an exhibitor will not be accepted unless written notice of such withdrawal has been received by February 20, 2012. Any exhibitor who withdraws by this date receives 50% of said price of \$150.00. After February 20, 2012, exhibitor forfeits entire reservation fee.

LIMITATION OF LIABILITY

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 signing an application and contract to exhibit, expressly understands that he/she releases NCBS from, and agrees to indemnify it against any and all claims for such loss, injury or damage.

GENERAL RESTRICTIONS

Electrical or other mechanical apparatus must be muffled so noise does not interfere with 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.