

# NBPA Exhibitor/Vendor Application

WARWICK RITTENHOUSE SQUARE HOTEL  
220 S. 17<sup>th</sup> Street

PHILADELPHIA, PA 19103

Room Reservations at 215-735-6000 (mention NBPA)

Direct link at [www.blackpolice.org](http://www.blackpolice.org)

\$159 per night

## 2019 NBPA EXHIBITOR'S TABLE - \$400.00 (USD)

NBPA accepts VISA, MasterCard, AMEX, organizational checks, cashier checks, money orders, PayPal, and purchase orders - NO CASH. Service fees will apply to credit cards and PayPal. Any returned checks will incur a \$25 fee on the issuer.

### ORGANIZATION LEGAL NAME

NAME:		
CONTACT:		
TITLE:	COMPANY:	
ADDRESS:		
CITY:	STATE	ZIP
TELEPHONE:		
E-MAIL:		

Each exhibitor may assign no more than two (2) representatives at a time. However, should the Exhibitor require more representatives an additional fee of \$50 per additional person will be levied.

### EXHIBIT REPRESENTATIVE 1

NAME:		
TITLE:		
TELEPHONE:		
E-MAIL:		

### EXHIBIT REPRESENTATIVE 2

NAME:		
TITLE:		
TELEPHONE:		
E-MAIL:		

Exhibitors are required to describe their product or services offered. Exhibitors are prohibited from offering products and services not included in this application without NBPA approval.

### EXHIBITOR/VENDOR PRODUCT (Check all that apply)

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Brochure      | <input type="checkbox"/> Surveys           | <input type="checkbox"/> Applications |
| <input type="checkbox"/> Logo Items    | <input type="checkbox"/> Health Screenings | <input type="checkbox"/> Art          |
| <input type="checkbox"/> Clothing      | <input type="checkbox"/> Books             | <input type="checkbox"/> Music        |
| <input type="checkbox"/> Treatments    | <input type="checkbox"/> Catalogs          | <input type="checkbox"/> Academics    |
| <input type="checkbox"/> Personal Care | <input type="checkbox"/> Luggage           | <input type="checkbox"/> Computers    |
| <input type="checkbox"/> CD/DVD        | <input type="checkbox"/> Footwear          | <input type="checkbox"/> Other        |

Describe Other:

### EXHIBITOR'S AUTHORIZED SIGNATORY

SIGN		DATE
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### NBPA'S AUTHORIZED SIGNATORY

SIGN		DATE
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### ATTENTION CREDIT CARD PAYEES

To Register by credit card please utilize PayPal on the NBPA national website at [www.blackpolice.org](http://www.blackpolice.org). This application is available on the website and can be completed for immediate payment and registration.

## Exhibits/Vendors Contract Provisions

NBPA Exhibitor/Vendor Policy Application should be completed and emailed to [nationaloffice@blackpolice.org](mailto:nationaloffice@blackpolice.org), or mailed to:

NBPA Fiscal Officer  
c/o Ana Hester  
P.O. Box 83073  
Gaithersburg, MD 20883

**DEADLINE: FRIDAY, JUNE 21, 2019**

**PAYMENT & REFUND POLICY:** The exhibitor shall pay the total fee as indicated on the NBPA Exhibitor/Vendor Application, by the application deadline of Friday, June 21, 2019, which is in advance of the conference. Note that the fee is non-refundable, even in the event that the exhibitor cancels. Applications/contracts received without payment will not be processed and space assignments will not be made. In the event that the conference or the conference exhibits are cancelled, the lease of space will be terminated. In this instance the limit claim damage and/or compensation by the exhibitor shall be the return to the exhibitor, the full amount of \$400 paid by the exhibitor.

**EXHIBIT TABLES:** The tables will be covered and skirted. Exhibitors may provide their own fireproof draping material. The exhibit rental fee includes chairs; waste receptacles are provided upon request.

**TABLE ASSIGNMENTS:** NBPA reserves the right to make the final determination of all table assignments in the best interest of the conference exhibition space; however, every effort will be made to accommodate space allocations according to the preferences of exhibitors.

**PLEASE NOTE:** Exhibitors may not assign, sublet, or share table assignment(s) with any other organization or exhibitor without the written consent of the NBPA.

**DESCRIPTIVE INFORMATION REQUIREMENTS:** Each exhibitor is required to forward descriptive information about his/her organization and a synopsis of the products/services that will be displayed at the table(s) during the conference. This information must be included on/with the application/contract. Vendors may not sell any item with the NBPA logo or name without the express written consent of the NBPA National Office.

**PLEASE NOTE:** The NBPA reserves the right to refuse to sell exhibit space to exhibitors whose products/services are judged not to be in alignment with the ideals of the NBPA. Organizations that have not been assigned exhibit space or have not been approved as conference sponsors will not be permitted to solicit business in any public space controlled by the NBPA during the course of the conference.

**INCIDENTAL COSTS:** Exhibitors agree that the cost of transporting and handling exhibit material/equipment, as well as the installation and removal of exhibits and other costs associated with the exhibit and its operation, are the sole responsibility of the exhibitor and are not included in the exhibit table rental fee. Exhibitors agree to pay the appropriate party—whether it is the host institution, outside contractors, or suppliers, etc.—for these services. All incidental costs shall be borne by the exhibitor, to include electrical components, and any type of cords, and other electrical or digital equipment. Exhibitors are also responsible for their own lodging and meals.

**LIABILITY AND INSURANCE:** The property of each exhibitor remains in the custody of that exhibitor while in transit to and from the exhibit hall. Neither NBPA, its service contractors, the management of the exhibit hall nor any of the officers, staff members, employees, agents, or directors of any of the same shall be responsible in any way for the safety of the property of exhibitors from unforeseen acts of God or acts of third parties, including but not limited to theft, damage by fire, accident, vandalism, or other causes. The exhibitor waives and releases any claim or demand against any of the above parties for any reason, including but not limited to damage or loss of property of the exhibitor. Each exhibitor shall obtain and maintain adequate liability insurance for both property damage and personal injury during the installation, use, and dismantling of the exhibit at the NBPA conference.

**LOSS, CLAIMS, AND DAMAGES:** Exhibitors agree to protect, indemnify, and defend NBPA and the WARWICK RITTENHOUSE SQUARE against all claims, losses, and damages to persons or property, government penalties, or fines and legal fees arising from or caused by the exhibitor's display and use of the display for any reason.

**CARE OF BUILDING AND EQUIPMENT:** In the event that an exhibitor is responsible for damage to the building complex where the exhibition is held or the exhibit table(s) or contents therein, the exhibitor is liable to the owner of the damaged property.

**INSTALLATION AND REMOVAL:** It is understood that exhibits shall be set up between 7:30 a.m. and 1:30 p.m. on Monday, August 19, 2019. Exhibits must be dismantled by 5:00 p.m. on Friday, August 23, 2019. Exhibitors who dismantle displays prior to the end of the exhibition on Friday, August 23, 2019 are in jeopardy of losing the privilege of exhibiting with NBPA at future conferences.