



CAREER EXPO EXHIBIT SPACE CONTRACT

For official use only

BLACKS IN GOVERNMENT INC.
45th Annual National Training Institute
August 12-15, 2024

Table with 6 columns and 5 rows: ID #, Order #, Invoice #, Contract # (2, 4), Booth #

"Accept the Challenge, Exceed the Standard through Professional Development"

Career Fair: Elevating Your Career Potential

Blacks In Government (BIG) reserves the right to assign space to lessen any conflict of display of product. Advance Registration for space rental of a booth ends July 13 2024. The Late Registration rate is effective July 14, 2024, and applies to all booth rental contracts postmarked on and after July 14, 2024. Please review back of contract for all policies.

Regular Exhibitor Category (Select One)

Advance Rates | Ends 7/13/2024

Late Rates | Effective 7/14/2024

CAREER EXPO

\$1,150.00

\$1,350.00

Please select at least two activities in which your agency/company will offer at the Career Fair:

- 1. Craft Your Career: Resume Success Workshop: Offer an interactive session led by your organization's experts to help attendees craft compelling resumes and enhance their professional profiles. Provide personalized feedback and tips. (Please select if your organization is interested in conducting this session.)
2. Ace Your Interview Masterclass: Conduct a mock interview overview to assist attendees in preparing for success. Share insights into common interview questions, skills showcasing techniques, and strategies for leaving a lasting impression. Offer practice sessions and feedback. (Please select if your organization is interested in conducting this session.)
3. Interviews On Site: Participate in on-site interviews to connect directly with job seekers. Showcase your organization's direct hire opportunities, discuss qualifications, and network with potential candidates. (Please select if your organization has the authority for Direct Hire)
4. Agency Showcase: Explore Career Opportunities: Host an interactive session where your organization presents employment opportunities, discusses reasons to work with you, provides application procedures, and engages in Q&A. Facilitate direct interaction between job seekers and your organization. (Please select if your organization is interested in hosting this session.)

In consideration for the use of exhibit space we enclose a check, money order, or credit card number in the amount of \$ for the rental of Booth(s) totaling \$ . Full payment must accompany this contract. Cancellation of booth space will not be accepted after July 31, 2024. Notice of cancellation after July 31, 2024, obligates the exhibitor to pay 100% of the space rental fee. Cancellations requests must be submitted in writing. See Page 2 for refund and cancellation policy.

FORM OF PAYMENT: Check (make payable to Blacks In Government) Money Order Cash Purchase Order
(Personal checks will not be accepted on-site or after July 10, 2024)

Credit Card Type: VISA MASTERCARD AMERICAN EXPRESS

Credit Card #: Expiration Date: Security Code:

Signature of Cardholder Name of Cardholder (Print)

Billing Address: City: State: Zip:

Please mail (or fax) signed contract intact, with your remittance to:

BLACKS IN GOVERNMENT Attn: Ms. Nikki G. Ashe, Exhibits Manager or 3005 Georgia Ave, NW, Washington, DC 20001-3807 Fax: (202) 667-3705

or email contract to: bigntiexhibits@gmail.com

Exhibitor Point of Contact (Please Print Clearly)

Address: City: State: Zip:

Phone: (B): (M): E-mail:

Exhibit Categories: Business and Technology College/University
Exhibit Categories: Corporate Government Health

Name of Exhibiting Company/Agency (Please Print Clearly)

Address: City: State: Zip:

Phone: Fax: Web:

Name: Title: Signature:

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Date Payment Received / / 2024 Amount Received PAYMENT#
Check/MO Cash VISA MC AMEX PO
Pursuant to the terms and conditions set forth in this contract, Blacks In Government hereby leases to the above named company/agency Exhibits Booth(s) at a rental fee of \$ for the BIG National Training Institute to be held August 12-15, 2024.
BIG Authorization Signature Title Date

## EXHIBIT INFORMATION AND REGULATIONS

This section becomes a part of the executed contract between the Exhibitor and Blacks in Government (BIG).  
**Failure to comply with these regulations and policies may be grounds for forfeiture of your booth.**

### BOOTH ASSIGNMENT

This Contract for exhibit space must be signed and dated by a duly authorized agent of the exhibitor. Full payment must accompany the contract. **Please make your submission prior to July 31, 2024.** A copy of the contract will be returned to you after BIG has confirmed your space assignment. **Booths are assigned on a first-come, first-served basis to paid exhibitors with priority selection given to sponsors, BIG affiliates and past exhibitors in good standing (most recent years first).**

### LOGO DISCLAIMER



The National Organization of Blacks In Government (BIG) is the sole and exclusive owner of the BIG logo which is a registered trademark. As the organization's intellectual property, the logo may not be revised or altered and may only be used by an external organization through a licensing agreement with BIG.

### EXHIBIT BOOTH PACKAGE (SIZE AND STRUCTURE)

Exhibit booths are 10'x10' for single space. Additional space is charged in multiples of the 10'x10' allocation. Space includes back wall, aisle posts and draperies. The back wall is 8' high with 3' side partitions. A 7" X 44" identification sign with company name and booth number, two chairs, a 6' draped table and waste basket will be included in each unit. Access to a shared "Interview Booth".

### EXHIBIT SCHEDULE

(You must register and provide full payment prior to setup)

### HEALTH SCREENING

Activity	Day	Time	Time
Setup - Decorating Contractor	Friday, August 9	8:00 am to 5:00 pm	
Setup - Exhibitors & Health Screeners	Sunday, August 11	9:00 am to 4:00 pm	12:00 pm to 4:00 pm
	Monday, August 12	9:00 am to 12:00 pm	9:00 am to 12:00 pm
Exhibit Hall Show Hours	Monday, August 12	12:00 pm to 6:00 pm	1:00 pm to 4:00 pm
	Tuesday, August 13	9:00 am to 9:00 pm	10:00 am to 4:00 pm
	Wednesday, August 14	9:00 am to 6:00 pm	10:00 am to 4:00 pm
	Thursday, August 15	9:00 am to 2:00 pm	10:00 am to 2:00 pm
President's Reception	Tuesday, August 13	6:00 pm to 9:00 pm	
Exhibitors Dismantle	Thursday, August 15	2:00 pm to 5:00 pm	2:00 pm to 5:00 pm
Decorating Contractor Dismantle	Thursday, August 15	2:00 pm to 5:00 pm	2:00 pm to 5:00 pm

All exhibits must be in place for opening on Monday, August 12, 2024, at 12:00 Noon. Each exhibitor must maintain at least one attendant in his/her booth during hours of exhibit operation.

### EXHIBIT EQUIPMENT AND FURNITURE

Shortly after exhibit space has been confirmed, exhibitors will receive exhibitor information from the contracted drayage company. The Official Service Contractor will design an exhibit to your specification, if requested. The information will include rental of such items as furniture, electrical supplies, etc, and information on Exhibit Handling and Labor Services.

### EXHIBITOR'S BADGES

Persons designated by Exhibit Booth Managers will be issued four (4) badges per 100 square feet, which will authorize the person to enter the Exhibit Area one hour prior to opening and to remain for forty-five minutes after closing. **Badges must be visible at all times (Mandatory).** Each additional badge or replacement of a lost badge will cost \$15.00.

### LIABILITY OF BLACKS IN GOVERNMENT

It is expressly agreed and understood between the Exhibitors and BIG that BIG shall be under no liability for loss of, or damage to goods and property of Exhibitors, nor shall BIG be held liable to personal injuries to Exhibitors or Exhibitor's employees. Each Exhibitor, upon signing this agreement, expressly releases BIG from and agrees to hold BIG harmless from all such claims. The Hold Harmless Clause includes and indemnifies BIG against any claims arising out of the negligent acts or omissions of Exhibitors, their agents or employees in the use of exhibit space. Exhibitor further warrants that they will obey all rules, regulations, and laws of the city of Tampa, FL, as well as the Tampa Convention Center.

In addition to convention security, BIG will provide 24-hour security in the Exhibit area. However, it is advisable to ensure that Exhibitor's employees are present during setup and dismantling. Valuable articles subject to pilferage should be removed from booths during times that exhibitors are not present. No one is permitted to carry Exhibitor equipment, etc. out of the exhibit area during operating hours, unless they have a property pass signed by the manager and countersigned by a BIG representative. Exhibitors are advised to carry insurance against damages, loss, fire, and theft.

### MISCELLANEOUS REGULATIONS

Loudspeakers, phonographs, sound movies and megaphones that interfere with adjoining exhibits are not permissible. Location of silent movies must not interfere with other Exhibitors or aisle space. All operators must conform to any regulations set forth by the Tampa Convention Center.

- All packing containers, excelsior and wrapping paper are to be moved from the floor and stored under tables and behind displays.
- Firms and their representatives not assigned exhibit spaces are prohibited from soliciting in the Exhibit area. Violators of this regulation will be promptly evicted from the area.
- Exhibit must be confined within the area of space issued to the exhibitor and cannot obstruct the view of the surrounding exhibits or exhibitors.
- Do not remove tables or chairs from other booths.
- Item Transporting: There is no labor fee if exhibitor's items can be hand carried. There is a fee if a forklift, pallet jack or assistance from a laborer is required. See General Services manual from General Services Contactor for more information.

### REFUND AND CANCELLATION POLICY

In order to issue a refund (less a \$250.00 processing fee), Blacks In Government must receive a "written cancellation notice" no later than July 31, 2024 from the authorized manager or authorized organization representative and faxed directly to BIG Attn: Exhibits Manager at (202) 667-3705. No refunds or cancellations will be provided after that date. Confirmed exhibitors who do not display at the NTI are still liable for the entire fee. Space may not be sublet. BIG assumes no responsibility for the inclusion or exclusion of the name of the canceled exhibitor or descriptions of products in the directory, news releases, advertisements, or other materials. **No refunds will be issued until 30 days after the NTI for those that are eligible.**

Your signature affixed to the reverse side of this contract, warrants that you understand and will comply with all terms and conditions listed above. Failure to comply with all rules and regulations may result in removal from the exhibit hall. THANK YOU