



2019 ANNUAL CONVENTION & TRADE SHOW

APRIL 16-20, 2019

Chicago Marriott Downtown Magnificent Mile
Chicago, Illinois

EXHIBITOR INFORMATION

The National Business Education Association (NBEA) is the nation's largest professional organization devoted exclusively to serving individuals and groups engaged in instruction, administration, and research for and about business. Members of NBEA include business teachers who are continually looking for training materials, curriculum resources, software, textbooks, and other educational materials.

Your opportunity to meet these individuals is at the NBEA 2019 Annual Convention & Trade Show. This is the one event that allows you to showcase your products and services, interact face-to-face with attendees, increase sales, and demonstrate the importance of partnering with business educators to teach new generations.

If your company wants to build relationships with the strongest professional association of business educators, then you need to exhibit at the NBEA 2019 Annual Convention & Trade Show.

Table-Top Booth Cost & Guidelines

- Each exhibit space consists of a 6-foot x 30-inch skirted table
- Cost: \$1,200
- Due to space limitations, exhibit materials must fit on the tabletop surface.
- Power and/or Internet access will be at exhibitor's expense and can be ordered directly with the Chicago Marriott Downtown Magnificent Mile (forms will be provided).
- Exhibit space is available on a first-come, first-served basis. Space is not confirmed until full payment for the exhibit table is received by NBEA

All-Inclusive Rental Charge

- Completely carpeted exhibit space and aisles
- One six-foot rectangular display table per space, covered and skirted on three sides
- Two chairs per space
- One wastebasket per space
- Two complimentary exhibitor badges per space (additional badges available at a fee of \$75 each)
- Security service during the closed hours of the exhibit

Additional Exhibitor Benefits

- The opportunity to reach business educators from various educational levels
- A well-managed show
- Opportunities for promotional sponsorship
- Complimentary admission to all sessions
- Dedicated exhibit time each day
- Opportunities for informal client networking

Exhibit Hours

Wednesday, April 17	10:00 a.m. – 2:45 p.m.
Thursday, April 18	9:00 a.m. – 3:30 p.m.

Exhibit Installation

Exhibitors can set up their booths Wednesday, April 17, from 7:30 a.m. - 10:00 a.m. Due to space limitations, exhibit materials must fit on the tabletop surface.

Exhibit Dismantling

Dismantling of the exhibits will begin at 3:30 p.m., Thursday, April 18. All materials should be completely repacked and removed from the hotel no later than 8:00 p.m., Thursday, April 18. Exhibitors will not be allowed to remove exhibits until the close of the exhibition. It is very important that each exhibitor complete all arrangements with Fed Ex (the shipping office at the hotel) to arrange outbound shipment of materials.

Dates to Remember

February 8, 2019	Deadline for reserving exhibitor session (see page 4)
February 28, 2019	Deadline for advertising space in the NBEA 2019 Convention Program
February 28, 2019	Deadline for submission and payment of exhibit space for the NBEA 2019 Convention & Trade Show
March 8, 2019	Deadline for company description for the NBEA 2019 Convention Program
March 15, 2019	Registration deadline for exhibitor badges
March 27, 2019	Final deadline to make room reservations in the NBEA 2019 Convention room block

EXHIBITOR INFORMATION

Drayage

All shipments must be prepaid and addressed as follows:

Hold For Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at Chicago Downtown Marriott
540 North Michigan Ave.
Chicago, IL, 60611
(National Business Education Association 2019 Convention)

Meeting organizers and participants are encouraged to contact the FedEx Office in advance of shipping their items to Chicago Downtown Marriott with any specific questions.

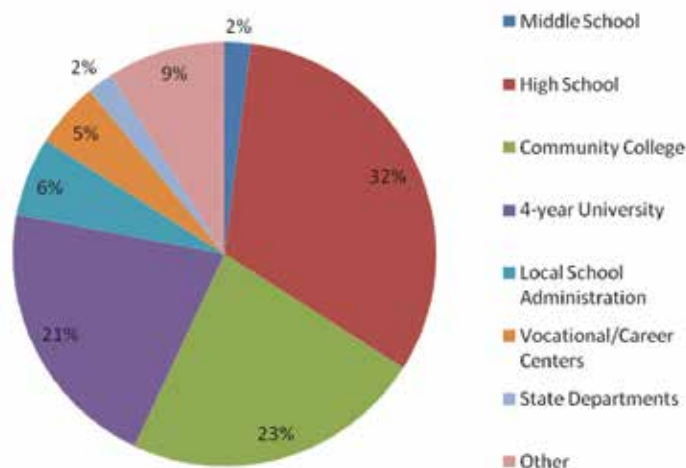
Upon receipt of your exhibit contract, NBEA will send the forms and instructions for shipping your exhibit materials to the NBEA 2019 Convention.

Payment Instructions

Complete the exhibit space contract and return to NBEA. Full payment for each table-top exhibit is required with the completed contract and is due on or before February 28, 2019. Please do not telephone your request for space. Checks should be made payable in U.S. dollars to NBEA and sent to:

Exhibits Manager
National Business Education Association
1914 Association Drive
Reston, VA 20191-1596

Breakdown by Teaching Level



Reserving Space

Table Placement: Exhibitors should make four selections for preferred space. Exhibitors' requests will be accommodated as much as possible, although NBEA reserves the right to place exhibits to the best advantage. The date of the receipt of the contract is a major criterion in table assignment.

Character of Exhibit: NBEA reserves the right to decline or prohibit any exhibit that, in its opinion, is not suited to, or not in keeping with, the character of the exhibition. No exhibitor may assign or sublet any portion of the space contracted for or assigned to the company. Neither may any exhibitor display any article not regularly manufactured or handled by the company.

Listed on the back of the exhibit space contract are the NBEA exhibit terms and conditions of contract. Exhibitors should read these terms and conditions carefully for important information and regulations concerning the exhibits.



EXHIBITOR INFORMATION

Important Information

Hotel Space: All meeting space must be reserved through NBEA and cannot be reserved by hotel personnel.

Insurance: The National Business Education Association and the Chicago Downtown Marriott Magnificent Mile, will exercise reasonable care for the protection of exhibitors' displays but cannot accept responsibility for the loss of, or damage to, any of the materials on display. Exhibitors who wish to carry insurance on their exhibits must do so at their own expense. It is recommended that exhibitors maintain adequate insurance coverage on all materials from the time the materials leave their custody until they return to a specified destination.

Security: Security service will be arranged and coordinated by the NBEA exhibits manager. Uniformed security personnel will be provided during the closed hours of the exhibition Wednesday through Thursday, April 17-18, 2019.

Hotel Regulations: Nothing shall be posted, tacked, nailed, or otherwise attached to walls, columns, floors, or other parts of the hotel or its furniture.

Advertising Regulations: Printed advertising and/or electronic communications may be distributed or displayed by exhibitors only from within the confines of their exhibit table. Room drops by exhibitors are expressly prohibited without prior written approval from NBEA. No exhibits or parts, accessories, or other goods bearing any name other than the company renting the exhibit table may be displayed or distributed.

Convention & Trade Show Hotel

The convention headquarters hotel, the Chicago Downtown Marriott Magnificent Mile, offers the best in luxury accommodations, amenities, and services. Those booking rooms in the NBEA room block must be registered convention attendees or registered exhibitors. Rooms booked in the block without an accompanying convention registration will be subject to cancellation. Hotel reservation information is available on the NBEA web site at www.nbea.org.



Exhibitor Badges

NBEA members and other educators associated with the company renting the booth space are not permitted complimentary or additional exhibitor registration. This includes authors, presenters, et al., who may be identified with a company but are not members of the company's staff. Educators, authors, et al. must be registered as official convention attendees.

Exhibitor Sessions

Exhibiting companies that have contracted with NBEA have the opportunity to purchase a 60-minute session for NBEA convention attendees. An exhibitor session may be purchased for \$300 and this also includes a one-quarter page ad in the NBEA 2019 Convention program. If you would like to update to a one-half page ad, the cost of the exhibitor session package is \$375. Workshops will be held in a dedicated meeting room that will include a screen, projector stand, and extension cord (Internet and LCD projectors are not provided). These 60-minute sessions are a great opportunity for companies to highlight products and services to attendees. Exhibit contract and full payment must be received in order to reserve a session.

If you are interested in purchasing an exhibitor session, please contact Laura Sutherland at lsutherland@nbea.org or 713-818-7176.

Pre and Post NBEA Convention E-Blasts

We are offering targeted E-blast opportunities to the pre and post NBEA Convention attendee list and to the NBEA membership. For more information and schedule availability, please contact Laura Sutherland at lsutherland@nbea.org or 713-818-7176.

Sponsorship Opportunities

Sponsorship is a great way to maximize your exposure at the NBEA 2019 Annual Convention. A full range of sponsorship possibilities are available and designed to suit your company's trade show budget.

All sponsorships include recognition in the NBEA 2019 Convention Program, a recognition slide at one of the general sessions, and added recognition on the NBEA Convention website.

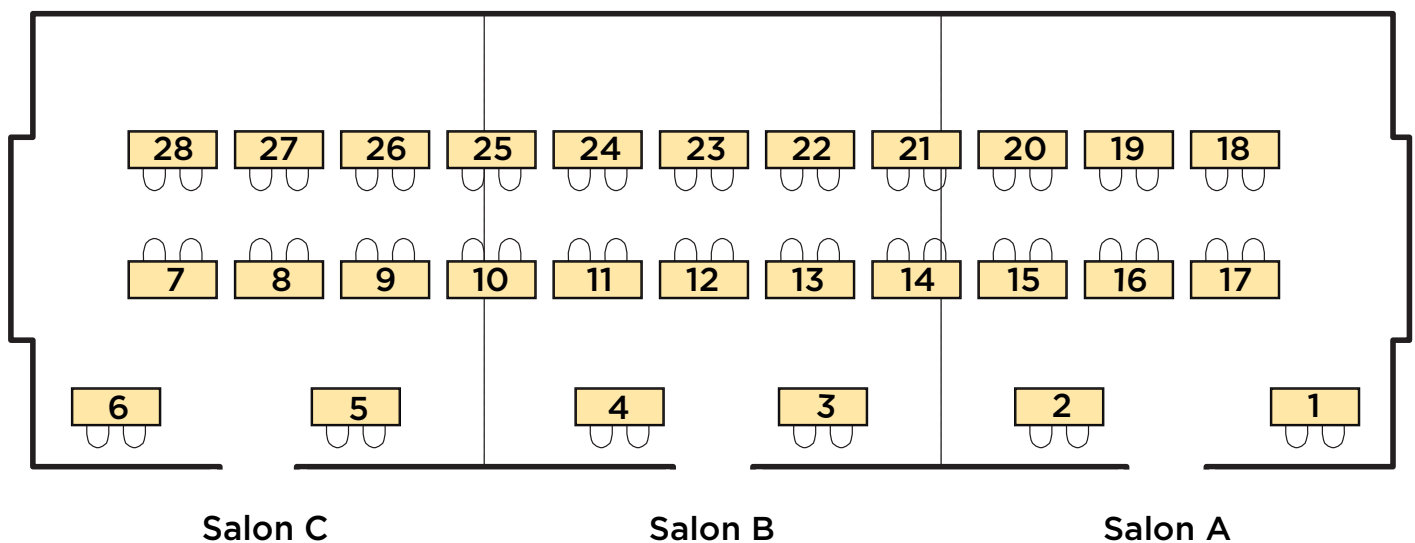
If you are interested in becoming a sponsor, please contact Laura Sutherland at lsutherland@nbea.org or 713-818-7176.



CHICAGO MARRIOTT DOWNTOWN MAGNIFICENT MILE

APRIL 17 & 18, 2019

Chicago Ballroom A-C



ADVERTISING

Convention Program Advertising

Introduce your company and products to our members before the exhibit hall opens. Place your ad in the hands of attendees who will be using the program throughout the convention. For your convenience, a convention program advertising contract is enclosed.

Business Education Forum Advertising

Exhibitors are also encouraged to advertise in the February and April issues of *Business Education Forum*, NBEA's premier journal. Because our members repeatedly refer to these issues for preconvention information, you are ensured that your company's products and services will get great visibility. The deadline for advertising in the April issue is February 15. Please call NBEA at (703) 860-8300 for more information.

