



HBCU Black College Expo CHICAGO



Saturday, April 18, 2020

10am to 4pm

Chicago State University
9501 S. King Drive, Chicago, IL 60628

EXHIBITOR AGREEMENT

Registration:

Contact Name: _____ **Company Name:** _____
 _____ **As it will appear on signage** _____
Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Phone# _____ **Cell #** _____ **Fax #:** _____
E-mail Address: _____ **Website:** _____

Type of Business: Educational Services Career/Internship/Recruitment Retail Other:

Exhibit Space	Qty.	Size	Early Bird* Special	Reg. Price	Total
		10' x 10'	CALL IN	CALL IN	

*Early Bird deadline: March 18th, 2020

Accepting Applications on-site Application fee will be waived

Note: Set up must be completed 30 minutes prior to scheduled expo start time. Booth spaces not occupied by expo start time will be released to an exhibitor waiting for a booth.

Signature:

_____ / / _____
 Exhibitor's Signature Date Please Print Name

As an exhibitor you will receive:* 1 - 6' or 8' table 2 - Folding chairs 1 - I.D. sign

A Continental Breakfast will be available

***Note: only items listed above are included in your exhibitor registration fee.** Electrical, Internet and Shipping Services are not included in your exhibit space fee. All electrical and internet orders are subject to approval and additional fees will apply and are subject to change.

Internet Needed Electrical Needed

If you would like to purchase an Ad in our program booklet, check here

By signing the exhibitor agreement, I agree to the following - not to sell, sample or display lewd or explicit material. If the product or service being exhibited on/or before the event does not appear to be in line with the vision of National College Resources Foundation or The College Expo, which is to promote and encourage higher education, **we reserve the right to have you removed from the premises, and your registration fee is non-refundable.**

Method of Payment: Include registration form and exhibitor agreement with payment

Check or Money Order: Make Check or Money Order

Payable to: _____ Check amount: _____ Check Enclosed Check #: _____

NCR Foundation
750 N. Diamond Bar Blvd., Suite
208 Diamond Bar, CA 91765

CREDIT CARD INFO. Visa MasterCard Amex

Acct#: _____ Exp.Date ____/____/____

Print name as it appears on credit card: _____

Signature _____

Security# _____ Amount to be charged on credit card: * _____

***A credit card purchasing fee of \$25.00 will be applied**

Phone: _____ Email: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

List of additional costs to be considered at each NCRF EXPO

- Electrical Cost
- WiFi Cost
- Ad Booklet Cost
- Processing Fee

***Please include a credit card processing fee of \$25.00 for booth fees up to \$600.00 and a fee of \$50.00 for \$601.00 and up.**

CANCELLATION POLICY: Due to limited spaces available - No Refunds.

Tax ID#86-1120719 501c3 organization. All fees/donations are tax deductible

Please advise the following information:

**Names of Representatives:
event:**

Contact person on the day of the expo

- 1 _____
- 2 _____
- 3 _____
- 4 _____

Name: _____
Phone: _____
Email: _____

Emergency Contact:

Name: _____
Phone: _____

Please return above information to us no later than 2 weeks prior to all NCRF Expo Events

Fax 909-396-0932 • Phone 909-396-0151

Email to: diana@thecollegeexpo.org • cc: rachel@thecollegeexpo.org

To be used the day of event only: Diana Love: (310) 770-8865 (cell) • Rachel Ortega: (909) 240-1405 (cell)

FOR OFFICE USE ONLY:

Invoice#: _____ Date _____ Received: _____ Sales _____ Rep: _____ Welcome Letter: _____

