

HBCU Exhibitor Registration Form 2018-2019



Instructions: Please complete this form and check all venues you would like to attend. To enter your information "TAB" to each field and begin typing.

- BCE New York-September 29, 2018 BCE Sacramento- November 17, 2018
- Miami College Expo- October 20, 2018 BCE Los Angeles- February 16, 2019
- STEAM Expo, LA- October 25, 2018 BCE Oakland- February 23, 2019
- BCE Houston- October 27, 2018 BCE Atlanta- March 9, 2019
- Latino College Expo, LA- Nov. 10, 2018 BCE DC/Maryland- March 16, 2019
- BCE Seattle- November 15, 2018

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
HBCU		10' x 10'	Call Office	Call Office	

Larger booth or corner booth requests; additional fees will be applied
 Accepting Applications on-site **Application fee 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.
 All forms of payment and paper work for "Early Bird Special" rates must be postmarked 60 days prior to expo.

Signature:

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

As an exhibitor you will receive:*
 1 – 10'x10' booth 2 – folding chairs 1 – draped table 1 – identification sign
 1 – wastebasket 4 – booth badges 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. **Electrical Needed** **Internet Needed**

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

If you would like to purchase a Banner Ad on our website, 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. No food sampling/selling is permitted or authorized.**

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

Check or Money Order:

Make Check or Money Order Payable to:

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

Check amount: _____ Check Enclosed Check #: _____

Credit Card

Credit Card Information: Visa MasterCard Amex

Acct#: _____ Exp. Date _____ / _____

Print name as it appears on credit card: _____

Signature: _____

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

Phone: _____ Email: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

List of additional costs to be considered

- Electrical Cost
- Wi-Fi Cost
- Ad Booklet Cost
- Banner Ad 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:

Contact person on the day of the event:

- 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:_ _____