



**2023 National Urban League Conference**  
**George R. Brown Convention Center**  
 Houston, Texas • July 26 - 29, 2023

**FORM 4**

# National Urban League Community & Family Day Expo Houston Area Only Agreement

We hereby agree to abide by the rules and regulations of the National Urban League Conference as set forth in this agreement, all of which are made a part thereof, and request the following exhibit space for our own use.

## NATIONAL URBAN LEAGUE – Community & Family Day Expo Saturday • July 29, 2023 • 10:00 a.m. – 5:00 p.m.

EXPERIENCE BOOTH PRICING			
Number of Booths	Booth Size	CORPORATE	GOVERNMENT
1	10' X 10'	<input type="checkbox"/> \$4,000	<input type="checkbox"/> \$2,000
2	10' X 20'	<input type="checkbox"/> \$8,000	<input type="checkbox"/> \$4,000
Back to School Zone		<input type="checkbox"/> COM PL I M E N T A R Y	

BOOTH INFORMATION
<b>Exhibit Fees include:</b> Pipe and drape, 6 ft. table, 2 chairs, booth sign, waste-basket, 2 complimentary registrations*, 2 Exhibit badges.
<b>Booth Location:</b> NUL reserves the right to assign booth space in order to avoid conflict of displays or products. Please inquire for additional booth sizes.

## URBAN LEAGUE NOW – Virtual Experience & Expo

VIRTUAL EXPO HOURS – Eastern Standard Time (Times are subject to change)		
• <b>Wednesday</b> July 26, 2023	11:30 a.m. - 6:00 p.m.	<b>Featuring Preview Day</b>
• <b>Thursday</b> July 27, 2023	11:30 a.m. - 6:00 p.m.	<b>Featuring Urban League NOW – Virtual Experience &amp; Expo</b>
• <b>Friday</b> July 28, 2023	11:30 a.m. - 6:00 p.m.	<b>Featuring Career &amp; Professional Development Day / TechConnect &amp; Demo Day</b>
• <b>Saturday</b> July 29, 2023	11:30 a.m. - 6:00 p.m.	<b>Featuring Urban League NOW – Virtual Experience &amp; Expo</b>

VIRTUAL CAREER FAIR HOURS – Eastern Standard Time (Times are subject to change)		
• <b>Friday</b> July 28, 2023	12:00 noon - 5:00 p.m.	
Highlight your organization's commitment to DE&I by participating in this year's Virtual Career Fair. Our powerful and diverse group of job-seeking, experienced professionals and entry-level candidates can fill your employment goals and opportunities.		

VIRTUAL EXPO BOOTH PRICING – Choose One	
STANDARD	PREMIUM
<input type="checkbox"/> \$2,000	<input type="checkbox"/> \$4,000

VIRTUAL CAREER FAIR PRICING AND PACKAGES	
<input type="checkbox"/> <b>Education, Government, Health and Nonprofit: \$1,295</b> <input type="checkbox"/> <b>CORPORATE: \$1,995</b> <ul style="list-style-type: none"> <li>Preview of candidate resumes one week prior to the event</li> <li>Live chat session</li> <li>Unlimited recruiters</li> <li>Candidate interviews – audio and video available</li> <li>Access to post-event database</li> <li>10 job postings – link to your website or ATS</li> <li>Upload images and brochures</li> </ul> <input type="checkbox"/> <b>CORPORATE PLUS: \$2,495</b> Includes all components in the <b>CORPORATE</b> package and these additional features: <ul style="list-style-type: none"> <li>25 - 50 jobs posted to platform</li> <li>upload up to 25 videos</li> </ul>	<input type="checkbox"/> <b>SILVER: \$3,295</b> Includes all components in the <b>CORPORATE PLUS</b> package and these additional features: <ul style="list-style-type: none"> <li>60-day unlimited jobs posting to PDN Network of Diversity Sites*</li> </ul> <input type="checkbox"/> <b>PREMIUM: \$3,995</b> Includes all components in the <b>SILVER</b> package and these additional features: <ul style="list-style-type: none"> <li>120-day unlimited jobs posting to PDN Network of Diversity Sites*</li> <li>Unlimited jobs – XML feed accepted for jobs</li> </ul>
<b>SEE PAGE TWO FOR FULL DETAILS OF PACKAGES</b>	

VIRTUAL EXPO BOOTH PRICING AND PACKAGES	
<input type="checkbox"/> <b>STANDARD Booth \$3,995</b> <ul style="list-style-type: none"> <li>Live Chat Session</li> <li>Promotions on Conference Website</li> <li>Inclusion in Social Media Kit</li> </ul>	<input type="checkbox"/> <b>PREMIUM Booth \$5,995</b> <ul style="list-style-type: none"> <li>Live Chat Session</li> <li>Promotions on Conference Website</li> <li>Opportunity to select virtual booth design</li> <li>Upload Videos</li> <li>Inclusion in eBlast</li> <li>Upload of images and brochures</li> <li>Inclusion in Social Media Kit</li> </ul>

**We prefer not to be located near** (Directly across from or within two booths if in the same row; give company name, not type):

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EXPERIENCE BOOTH LOCATION	
CHECK ONE: <b>SEE PAGE THREE FOR BOOTH ZONE DETAILS</b>	
<input type="checkbox"/> Health & Wellness Space <input type="checkbox"/> H.E.R. Space <input type="checkbox"/> King's Corner <input type="checkbox"/> Community "Give-Back" Corner <input type="checkbox"/> Brilliant & Black-Owned Marketplace <input type="checkbox"/> Tech Space	<input type="checkbox"/> GenZone <input type="checkbox"/> Screening Room <input type="checkbox"/> Business Experts Corner <input type="checkbox"/> General Area <input type="checkbox"/> <b>Back to School Zone</b>

ADDITIONAL PROMOTIONAL OPPORTUNITIES	
<input type="checkbox"/> <b>Host A Virtual Roundtable: \$995</b> As part of the virtual Career Fair, and included with the Premium Package, employers can host a Virtual Round Table with candidates from your industry. Showcase your business to a more targeted audience! Select a Roundtable with your event package. Additional cost for roundtable, \$995. <b>Roundtable duration: 35 minutes</b> Hosting a Virtual Roundtable may be added to any package and is included at the Premium level. Only participants of the event can sponsor a roundtable.	\$

**Sponsor**

<b>Experience, Virtual Expo &amp; Career Fair TOTAL</b>	\$
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### Return by Email to [conferencesales@nul.org](mailto:conferencesales@nul.org)

**URBAN LEAGUE NOW**  
**Experience & Virtual Expo Inquiries**  
**Monica Gray**  
 212-558-5468 • [mgraytemp@nul.org](mailto:mgraytemp@nul.org)

**Back to School Zone Inquires**  
**Simone Jones Tyner**  
 301-686-8341  
[simone@truemarketingagency.com](mailto:simone@truemarketingagency.com)

**Career Fair Inquires**  
**Dorlenne Brown**  
 212-558-5328  
[DBrown@nul.org](mailto:DBrown@nul.org)

**NATIONAL URBAN LEAGUE**  
 80 Pine Street  
 New York, NY 10005  
[www.nul.org](http://www.nul.org)

CAREER FAIR PRICING AND PACKAGES DETAILS					
	Education, Government, Health and Nonprofit	CORPORATE	CORPORATE PLUS	SILVER	PREMIUM
	<b>\$1,295</b>	<b>\$1,995</b>	<b>\$2,495</b>	<b>\$3,295</b>	<b>\$3,995</b>
Preview of candidate resumes one week prior to the event	●	●	●	●	●
Live chat session	●	●	●	●	●
Unlimited recruiters	●	●	●	●	●
Candidate interviews audio and video available	●	●	●	●	●
Access to post-event database	●	●	●	●	●
10 job postings	●	●	●	●	●
Link to your website or ATS	●	●	●	●	●
Upload images and brochures	●	●	●	●	●
25-50 jobs posted to vFairs platform			●	●	●
Upload up to 25 videos			●	●	●
60-day unlimited job posting to NUL Jobs Network and PDN*				●	●
Network of Diversity Sites				●	●
XML feed					●
120-day unlimited job posting to NUL Jobs Network and PDN*					●

**\*About the PDN unlimited Job Postings:** Your jobs are shared with leading professional and community-based organizations offering employment opportunities to their diverse membership. Our exclusive partnerships include International Association of Women, BDPA (Black Data Processing Assoc.), NAACP, National Urban League, historically Black fraternities and many more. Employer jobs are automatically distributed and updated to our sites every 24 hours. Unlimited jobs when purchased as part of an event will be limited 120 days in total. It is non-accumulative.

**URBAN LEAGUE NOW – Experience Zone Details****1. Health & Wellness Space***Invest in Your; Mind, Body and Soul Sessions*

Daily health workshops and workouts from gospel to hip-hop dance and senior soul sessions.

**2. Tech Space**

Hear from top tech companies and startups.

**3. H.E.R. Space**

Celebrate your inner and outer beauty with virtual makeovers, expert styling tips, coaching from today's top lifestyle bloggers and influencers.

**4. King's Corner**

Specialized content for the men attending the conference.

**5. Community "Give-Back" Corner**

The National Urban League's dedication to volunteerism is the driving force behind our movement. The Community Giveback Corner is the place where conference attendees can volunteer a portion of their time to create a product for distribution to a premier provider of housing services for people experiencing homelessness.

**6. Brilliant & Black-Owned MarketPlace**

New and established Black-owned brands dominate this vibrant marketplace. The National Urban League spotlights the ever-expanding community of successful Black businesses, showcasing a broad and diverse range of products and services. Shop Black during the conference.

**7. GenZone***A Knowledge and Rec Hub for Urban League Teen Leaders*

Fearless, engaged, unconventional -Black Gen Zs are poised to become the most impactful generation in decades. We've dedicated this space to young people who are ready to tackle knowledge goals, network, and recreate. We've got a budget/credit counseling tutorial to help keep the finances on track. And we don't skip the fun. Join the TikTok influencers and dancers and learn their best moves. The GenZone has all that and plenty more surprises and special sessions.

**8. Screening Room**

We are deep inside a renaissance of Black creativity in film and the visual arts. The Screening Room is your space to experience innovative and entertaining film shorts from emerging filmmakers. And catch the latest trailers for the best upcoming feature releases!

**9. Business Experts Corner**

Need tax advice for your start-up venture? Knowledgeable advice on business development or low-cost marketing? The Business Experts Corner has the right expert to address your needs. Meet and connect with today's most in-demand business experts in this exclusive information space.

**10. General Area**

Big brands we all know will showcase their company products and services.

**SPACE CONFIRMATION SHOULD BE SENT TO:****Experience Booth Contact:**

Name / Title \_\_\_\_\_  
 Company \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City / State / Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 e-mail \_\_\_\_\_

**Career Fair Booth Contact:**

Name / Title \_\_\_\_\_  
 Company \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City / State / Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 e-mail \_\_\_\_\_

**PAYMENT & CANCELLATION**

**Exhibitor agrees to pay amount owed by June 1, 2023. Booth cancellations must be submitted via e-mail.**

**Refund assessment: Up to June 1, 2023 – Full Refund. After June 1, 2023 – 100% NO REFUNDS.**

Name \_\_\_\_\_ **Signature (Required)**

**PLEASE  
SIGN  
HERE**

**PAYMENT OPTIONS**

Check, Money Order or Government Purchase Order enclosed payable to **National Urban League**  Please send me an invoice  
 AMEX  VISA  MASTERCARD  DISCOVER             Expiration Date \_\_\_\_\_  
 Name of Cardholder (print) \_\_\_\_\_ Signature (Required for Credit Card Transactions) \_\_\_\_\_

**Name of Exhibiting Company / Organization / Agency** \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City / State / Zip \_\_\_\_\_ e-mail \_\_\_\_\_  
 Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_  
 Exhibit Contact Name / Title \_\_\_\_\_ Date \_\_\_\_\_



# National Urban League's Exhibit Space Contract

**CONDITIONS AND RULES** These exposition rules are part of the contract between the exhibitor and show management. Show management shall have the authority to interpret and enforce these rules. All matters not covered by these rules are subject to the decision of show management. All decisions so made shall be as binding on all parties as the original rules. The exhibitor or its representative is responsible for familiarizing itself with all rules and regulations. The exhibitor or its representative who fails to observe these terms and conditions may be excluded from the exposition without refund.

**LIABILITY** Each exhibitor has the responsibility of safeguarding its own exhibit materials or goods from the time they are placed in the exhibit space until they are removed. The exhibitor agrees to make no claim against The National Urban League (NUL) or any of its sponsoring organizations, agents, or employees on account of loss occasioned: by fire, accident, theft, storm or damage due to exhibitors negligence; any injury to the exhibitor or exhibitor's employees; or damage of any other nature or character, including any damage to the exhibitors business as a result of the exhibit, or as a result of its installation or removal or for failure to hold the exhibition as scheduled.

**INSURANCE** The exhibitor is required to have the appropriate amount of insurance coverage for the duration of the event, including move in, move out and transportation to and from the exhibit hall. The exhibitor will, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage and loss occurring in or upon, or resulting from, arising out of or related to the premises leased by NUL. Such insurance shall include contractual liability and product liability coverage in commercially reasonable amounts to cover the Exhibitor and NUL's exposure to loss. Such insurance shall name NUL and the facility therein as an additional insured (with no limitations). Exhibitor's Workers Compensation and Occupational Disease insurance shall be in full compliance with all federal and state laws, covering all of exhibitor's employees engaged in the performance of any work for exhibitor.

Certificates of said insurance shall be provided to show management by the exhibitor before the opening of the show. Failure to provide an insurance certificate does not relieve the exhibitor from its insurance obligation. The exhibitor shall be solely liable for all claims, liabilities, actions, costs, damages, and expenses arising out of or relating to the custody, possession, operation maintenance, or control of said leased space of exhibit, for negligence or any other liability relating thereto and said exhibitor does hereby indemnify and hold harmless NUL, its agents employees and sponsoring organizations against any and all such claims as may be asserted against it.

**CANCELLATION AND REDUCTION OF BOOTH SIZE** The exhibitor recognizes NUL will sustain losses in the event the exhibitor fails to provide timely notice of cancellation (by certified mail). The exhibitor agrees upon the following cancellation assessment schedule as considered liquidation damage.

<b>BOOTH CANCELLATION</b>	<b>Assessment (% total Rental Fee)</b>
Up to June 1, 2023	Full Refund
After June 1, 2023	100% (No Refund)

Any amounts left unpaid after thirty (30) days from receipt of the invoice may be subject to a service charge of 18% annually compounded on a daily basis. Should a collections agency and/or legal assistance be used by NUL for collection of payments past due, those charges will be the responsibility of Exhibitor.

**ASSIGNMENT OF SPACE** NUL reserves the right to locate and or relocate any exhibit, at its own discretion, in the best interests of the exposition. Exhibitor will bring no claim against NUL, whatsoever, regarding its or any other Exhibitor's location.

**COMPLIANCE** Exhibitor agrees to comply with all federal, state, and local laws and ordinances applicable to the space leased and also with such rules and regulations as deemed necessary by the exposition facility and/or show management.

**AMERICANS WITH DISABILITIES ACT (ADA)** Exhibitors must be in full compliance with the Americans and Disabilities Act.

**SUBLETTING SPACE** No exhibitor shall assign, sublet, or apportion the whole or part of its allotted space or distribute literature for other products or services not manufactured or exclusively distributed by the contracted Exhibitor.

**PAYMENT** If payment is not received within the prescribed time limit, the contract is voidable at the option of show management, and the space will be reassigned. Based on this contract, 100% of exhibit space rental fees are due no later than June 1, 2023. Contracts submitted after June 1, 2023 must include full payment. Any amounts left unpaid after thirty (30) days from receipt of the invoice may be subject to a service charge of 18% annually compounded on a daily basis. Should a collection agency and/or legal assistance be used by NUL for collection of payments past due, those charges will be the responsibility of Exhibitor.

**UNIONS** The exhibitor hereby agrees to abide by all agreements made among any unions or other labor groups with jurisdiction at the exposition and show management or its agents and the exposition facility.

**FOOD, CANDY, BEVERAGES** No full size portions of food, snacks, candy or beverages of any kind may be distributed from the booth. Only the official caterer, in show management-designated areas, may distribute food and beverages within the convention complex. Sampling is permitted but must follow the rules of the George R. Brown Convention Center.

**USE OF OTHER NAMES, PRODUCTS** Within its exhibitor space, the exhibitor may not display or advertise equipment, products, or services bearing the name or logo of any company, dealer, or distributor other than that of the exhibitor.

The exhibitor is permitted to promote the dealers and distributors of its manufactured products in signage, display material, literature, etc. as long as such promotion conforms to the display rules and regulations.

**MARKETING ACTIVITIES OUTSIDE EXHIBIT SPACE** The exhibitor may not extend its marketing activities in any way or at any height level beyond the three-dimensional boundaries of its exhibit space. Displays of any kind, including products, advertising, promotional signs, literature novelties, personal interaction, etc. will not be permitted in other exhibit spaces or public areas such as aisles, entranceways, lounges, approaches, corridors, meeting rooms, or to other areas of the exposition hall or surrounding areas of hotel properties, including parking lots and other outdoor spaces or in hospitality rooms.

**SOLICITATION** All interviews, demonstrations, solicitations, and other activities must be conducted so as to not infringe on the rights of other exhibitors or offend visitors to the exposition. Exhibitor shall confine all such activities to within its exhibit space and not in the aisles.

**NONOFFICIAL CONTRACTORS** The exhibitor shall neither contract for nor use any services in connection with its exhibit space at the exposition without prior approval of show management. At least 60 days prior to the opening dates of the exposition, the exhibitor shall supply in writing to show management the names of any persons or organizations (other than those designated as official contractors by show management) whom the exhibitor proposes to perform any services at the exposition. Show management will promptly notify exhibitor of its approval or rejection of such selections.

Nonofficial contracts must abide by all rules of the exposition for exhibitors and nonofficial contractors.

**NOISE** Representatives operating sound equipment, radios, loudspeakers, or any noise-creating devices shall do so only at a level that will not interfere with other exhibitors and/or attendees. Show management reserves the right to restrict exhibits because of noise, method of operation, creation of safety hazards, or any other reason that will interfere with the best interest of the exposition as a whole.

**EXHIBITOR SERVICE MANUAL** A complete exhibitor service manual covering services and prices for shipping, warehousing, setting up and dismantling and move-in and move-out days will be sent to each exhibitor. Any additional rules and regulations will be furnished to each exhibitor by show management before the show.

**BALLOONS** No balloons of any size or type will be permitted for display purposes or giveaways in the exhibit space.

**NO SUITCASING POLICY** Please note that while all conference registrants are invited to the exposition, any attendee or exhibitor who is observed to be soliciting business in session rooms, public spaces, aisles of the exhibit hall or in another company's booth will be asked to leave immediately. Additional penalties may be applied.

**PERFORMANCE LICENSES** Exhibitor will be solely responsible for obtaining any necessary licenses for permission to perform, broadcast, transmit or display any copyrighted works (including without limitation, music, audio or video recording, art, etc.) which Exhibitor may use or request to be used at the Convention Center.

**USE OF NUL'S LOGO** Exhibitors are prohibited from using the NUL logo without prior written approval by NUL.