

[EXHIBIT PROSPECTUS]

WALTER E. WASHINGTON CONVENTION CENTER

THE



Still
DEMANDS

THE 48TH ANNUAL LEGISLATIVE CONFERENCE

CBCFNC.ORG/ALC | 877-585-6018

THE 48TH ANNUAL LEGISLATIVE CONFERENCE



[WELCOME]

Raise your business profile among African-American consumers during the Congressional Black Caucus Foundation, Incorporated (CBCF) 48th Annual Legislative Conference (ALC), September 12-16, 2018 at the Walter E. Washington Convention Center.

ALC is the premier legislative conference exploring issues facing African Americans. Over the course of four days, attendees will actively participate in more than 70 issue forums, sessions and events, providing businesses with the opportunity to gain valuable exposure to diverse audiences.

The ALC Exhibit Showcase will be open from Thursday, September 13 through Saturday, September 15. Nearly 10,000 ALC registrants will visit the Exhibit Showcase as part of their ALC experience. Attendee demographics represent elected officials, business, educational, religious and civic leaders and include diversity in age, interest, and socioeconomic status, making the Exhibit Showcase a unique marketing opportunity for your organization. Your participation as an exhibitor will also support CBCF's many research, educational and scholarship programs.

Contact CBCF today to discuss how your business can benefit from the strategic visibility ALC offers. We look forward to your partnership during this momentous event.

[2018 ALC EXHIBIT SHOWCASE]

Don't miss the opportunity!

Join the Congressional Black Caucus Foundation, Incorporated (CBCF) for the 48th Annual Legislative Conference (ALC) Exhibit Showcase, September 12-16, 2018, at the Walter E. Washington Convention Center in Washington, D.C. This premier event is your opportunity to reach nearly 10,000 conference attendees from across the nation. Elected officials, business, industry and community leaders attend ALC to learn first-hand about products, services and opportunities of interest to African Americans.

Why participate in the Exhibit Showcase?

ALC is one of the largest gatherings of African-American professionals, offering on-site sales and long-range business contacts and opportunities. It is highly recognized as a premier event in the African-American community.

The Exhibit Showcase offers the advantage of immediate brand awareness and visibility with a diverse mix of conference attendees. There are numerous options for easy communication with potential customers including networking opportunities, a college and professional career job fair, book signings, health screenings, product demos and more.

The new Priority Points system offers exhibitors early space selection and optimal placement to connect with more attendees.

Exhibiting companies can engage customers with face-to-face meetings that translate into direct sales leads and onsite sales.



About the Congressional Black Caucus Foundation, Inc.

CBCF is a nonprofit, nonpartisan public policy, research and education institute. The mission of CBCF is to develop leaders, inform policy and educate the public. CBCF is committed to promoting civic engagement, and eliminating economic, education and health disparities which impact millions of African Americans and the global black community.

[KEY INFORMATION]

IMPORTANT DATES

JUL 13 Exhibitor contracts deadline for priority points system

JUL 20 Priority space will begin

JUL 27 Booth assignments to be announced

JUL 30 Exhibitor services manual available to confirmed (paid) exhibitors

AUG 1 CANCELLATION DEADLINE - Last day to cancel exhibit space and receive a refund less \$50 administrative processing fee. Cancellation requests must be sent to Exhibits@CBCFinc.org. See page 10 for full cancellation policy.

SEPT 7 Deadline for confirmed exhibitors to register for conference badges in advance.

SHOWCASE RATES

CORPORATE

Tier 1: In-line booth

\$27.50 per square foot (10'x10') \$2,750

\$25.00 per square foot—200 square feet or more (e.g., 10'x20' or 10'x30')

Tier 2: Island booth

\$22.00 per square foot— 400 square feet or more (e.g., 20'x20' or 30'x30 or 40'x50')

GOVERNMENT

\$20.00 per square foot (10' x 10') \$2,000

MARKETPLACE VENDOR

\$10.00 per square foot (10' x 10') \$1,000

Note: The sale of merchandise is permitted only in the Marketplace Pavilion.

SMALL BUSINESS AND NONPROFIT

\$9.00 per square foot (10' x 10') \$900

Small Business is defined as an organization that grosses less than \$500,000 annually and will not be selling merchandise.

[SHOWCASE HOURS]

Tuesday, September 11

1 p.m. – 5 p.m. Installation

Wednesday, September 12

9 a.m. – 5 p.m. Installation

Thursday, September 13

Noon – 7 p.m. Exhibit Hall Grand Opening

Friday, September 14

9 a.m. – 7 p.m. Exhibit Hall Open

Saturday, September 15

8 a.m. – 1 p.m. Exhibit Hall Open

*Hours subject to change

1 p.m. – 4 p.m. Dismantle

Nonprofit organizations must include a copy of their IRS 501(c)(3) Determination Letter to qualify for this rate.

JOB FAIR

\$22.00 per square foot. (10'x10') \$2,200

STUDENT JOB FAIR

\$4.00 per square foot. (10'x10') \$400

COLLEGE FAIR

\$5.00 per square foot. (10'x10') \$500

SHOWCASE BENEFITS

10'x10' (100 square feet) exhibit space with an 8-foot high back wall drape and 3-foot high side wall drape.

Booth furnishings to include: one (1) 6-foot draped table, two (2) chairs and one (1) wastebasket.

7"x44" Booth identification sign printed with your company's name and booth number.

Company listing in the Exhibitor Directory on the ALC Mobile App.

Each confirmed exhibiting company will be provided with four (4) complimentary registrations per 100 square feet purchased (e.g., 10'x10' equals 4 badges). Only confirmed (paid) exhibitors will receive the exhibitor registration package along with their confirmation notice.

[EXHIBIT HALL AND BOOTH SPECIFICATIONS]

FACILITY INFORMATION

Walter E. Washington Convention Center
801 Mount Vernon Place, NW
Washington, D.C. 20001
Main Number: (202) 249-3000

Hall E: 119,000 gross square feet

Floor Covering: Cement

Ceiling Height: Predominantly 30 feet
180-foot cleat span between “east and west” columns,
and 90-foot centers between “north and south”
columns.

Floor Load Capacity: 350 lbs. per square foot

SHOW DECORATOR

Hargrove Inc. is the official show decorator. All confirmed (fully paid) exhibitors will receive access to the Exhibitor Services Manual beginning July 28 by email.

[DON'T DELAY.
RESERVE YOUR
SPACE TODAY!]

Complete and sign the enclosed Exhibit Contract and return to CBCF Inc., with full payment for booth space.

For more information, visit WWW.CBCFINC.ORG.

For questions, contact CBCF at
VFORE@CBCFINC.ORG OR (202) 263-2800.

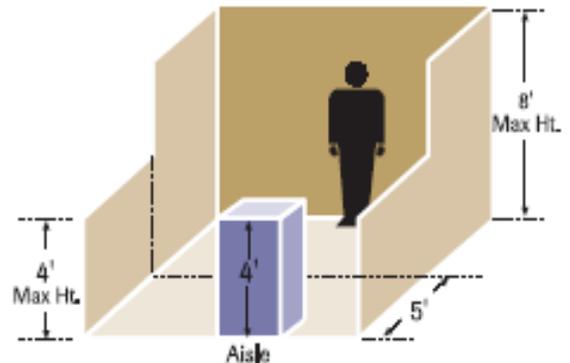


Figure 1 - Display fixtures over 4 feet high must be confined to the area of the booth that is at least 5 feet from the aisle line.

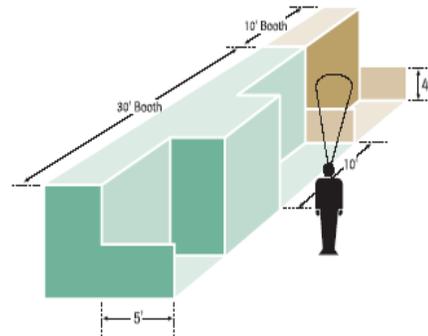


Figure 2 - Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit. Exhibitors with larger space -30 linear feet or more - should also be able to effectively use as much of the total floor space as possible, as long as they do not interfere with the rights of others. The limitation on display fixtures over 4 feet and within 10 linear feet of a neighboring exhibit is intended to accomplish both of these aims.

[ABOUT THE EXHIBIT SHOWCASE]

The Annual Legislative Conference Exhibit Showcase features nearly 200 exhibit spaces for corporations, government and nonprofit organizations.

AUTHORS SHOWCASE

Meet the Authors! Premier African-American literary and scholarly talent from all over the country converge at ALC to greet conference attendees. Prominent authors share the spotlight with a diverse range of novelists, scholars, poets and self-published authors. Attendees will have the opportunity to meet authors for book signings.

BUSINESS AND TECHNOLOGY PAVILION

This pavilion is designed to attract influential industry leaders from around the world to introduce new products, services or advanced technology. Showcase the latest communication devices, computer accessories or industry updates to attract new buyers and generate new sales leads. In addition, lenders, investment professionals, credit counselors, government, private agencies, non-profits and others join together to create one of the most informative pavilions for attendees who want to learn more about home-based businesses, franchise opportunities, retirement, investment, asset protection and credit/debt management.

CAREER & JOB DIVERSITY FAIR

The Job Fair promotes initiatives by uniting employers and professionals to help fulfill the promise of equal opportunity for all. Local and national companies will discover talent looking for a better job, re-entering the workforce or just starting out.

LIFESTYLE PAVILION

Giving you the latest lifestyle tips in millennial lifestyle, emerging innovations, consumer trends, entertainment, health and wellness trends, nutritional tips, home décor pointers, food and recipe ideas and reviews, and so much more. The Pavilion will also host a vast range of certified travel agents and tour operators, cruise lines, fun family attractions, transportation and other travel services, whether it is global and regional leisure travel, as well as golf and spa travel - All ready to take you away!

HEALTH & WELLNESS PAVILION

The Health & Wellness Pavilion will offer important and potentially life-saving health screenings to all exhibit hall visitors. Vital information on health issues and preventative measures will be provided to increase awareness of the negative impact of health disparities for African Americans in particular and on society as a whole. Prepare to be energized, excited, and empowered with information to help you create and sustain balanced health! Meet with experts and talk about living an active and healthy lifestyle, see demonstrations on cooking healthy, tasty meals and sample healthy foods, and practice new exercises to stay fit.

MARKETPLACE PAVILION

Exclusively for professional artisans, designers and unique craftsman and businesses the Marketplace Pavilion is a source for one-stop shopping and features handmade artistry at its best. ALC attracts high-end consumers seeking one-of-a-kind, high-quality artistry, jewelry and apparel.

CIVIL RIGHTS CAFÉ FOR TEENS

High School students will explore colleges/universities, employment opportunities, engage in café-style conversations and panel discussions. Events include: College Fair, Student Job Fair, and Teen Authors For Peace Empowerment Panel Sessions.

FREQUENTLY ASKED QUESTIONS

For full policies, refer to the Exhibit Terms & Conditions

How are booth numbers assigned?

Booth numbers are assigned by the Priority Points system until July 13. After July 13, space assignments are on a first-come, first-served basis to paid exhibitors, with priority selection given to sponsors and 2017 exhibitors in good standing. CBCF reserves the right to change booth assignments when deemed necessary. While changes to booth assignments are rare, CBCF will notify the exhibitor in writing before any such change is made. Booth assignments will be announced beginning July 27. Exhibitors may request their pavilion location based on their product or service offering; however, CBCF reserves the right to determine all booth placement.

How do I obtain badges for my booth personnel?

Each fully paid exhibiting company will receive four (4) exhibitor or standard registrations for every 100 square feet of exhibit space contracted up to fifteen (15) badges. Exhibit-only personnel badges up to ten (10 badges) are provided at no additional cost to confirmed exhibitors. Installation and dismantle (I&D) personnel not participating in the Exhibit Showcase will receive passes to enter the hall during booth set-up and tear-down.

Am I permitted to share my booth space with another company?

Vendors are not permitted to share booth space at any time, for any reason.

Can food taste samples be offered to my booth attendees?

Companies offering taste samples of their food products must obtain permission from the Walter E. Washington Convention Center. For further information, please refer to the catering order form in the Exhibit Service Manual.

Am I required to carpet my booth area?

All exhibiting companies are required to have a floor covering (i.e. carpet, hardwood tile, etc.) in their booths. Floor coverings can be ordered through the general contractor using the carpet form in the Exhibit Service Manual or you can bring your own.

May I set-up a small table outside of the exhibit hall to share information?

ALC vendors are only permitted to exhibit within their contracted booth space in Hall E of the Walter E. Washington Convention Center. No other rooms or locations will be provided for exhibits of any type. Any tables or displays set-up outside of the exhibit hall will be removed by CBCF at the owner's expense.

May I cancel my booth at anytime?

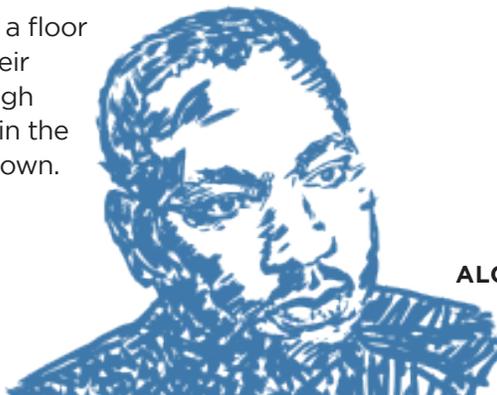
August 1 is the last day to cancel exhibit space and receive a refund less a \$50 administrative processing fee. Cancellations made after 5:00 p.m. EST on August 1, will be processed without refund. For cancellations eligible for refund, CBCF will issue refunds within 30 days of the conclusion of ALC. Cancellation requests will only be accepted in writing. Phone and faxed cancellation requests cannot be accepted. Cancellation requests must be sent via email to VFore@CBCFinc.org.

Will my company be permitted to dismantle our booth one day early or a few hours before the show ends due to special travel arrangements?

ALC vendors are NOT permitted to dismantle for any reason prior to the end of the Exhibit Showcase. Dismantling must occur on the days and times as specified in the exhibitor's contract. Exhibitors who dismantle early will be subject to a penalty fee of \$200 and loss of priority booth selection for the 2019 Exhibit Showcase.

Is the Job Fair open to the general public?

The Job Fair, is open to conference attendees and to the general public. Attendees are instructed to bring resumes and be ready for on-the-spot interviews.



[WHO ATTENDS ALC?]



[ALC '17 - ATTENDEE GENDER]

Female	61%
Male	38%

[ALC '17 - ATTENDEE AGE]

18 - 25	10%
26 - 35	15%
36 - 45	17%
46 - 55	20%
56 - 61	11%
62 - over	22%

[ALC '17 - ATTENDEE OCCUPATION]

Business owner	12%
Corporate representative	5%
Educator	11%
Elected official	3%
Government employee	9%
Grassroots organizer	1%
Health practitioner	2%
Medical	2%
Nursing	1%
Nonprofit employee	9%
Religious leader	1%
Retiree	8%
Student	13%
Other	17%

[ALC '17 - ATTENDEE INCOME]

\$0 - \$14,999	7%
\$15,000 - \$29,999	3%
\$30,000 - \$44,999	5%
\$45,000 - \$54,999	7%
\$55,000 - \$69,999	11%
\$70,000 - \$84,999	12%
\$85,000 - \$99,999	11%
\$100,000 or above	44%



[2017 EXHIBITORS*]

Above Ground Enterprise
African American Real Estate Professionals
African High Fashion
AFRIQUE NANA
American Association of Geographers
American Heart Association
American Postal Workers Union
Anne's Beautiful Creations
Another Phase by Karen Roache
Applied Learning Solutions, LLC
ARAMides Closet
Aunt Jackie's Curls and Coils
Author Jonathan Allen, Sr.
AYA Tea, LLC
Aziz Fashions
Black Don't Crack
Black Meetings & Tourism
Blessed State of Mind
Bling Name Badges, Inc.
BP Promotions
Bronner Brothers
Center for Haitian Studies
Center for Responsible Lending
Central Intelligence Agency
Citizens Commission on Human Rights
Clark County School District
ClickHeat
Consumer Financial Protection Bureau
Customs Borders and Protection
D. Toure
Dashing Apparel
Dear Black Girl Incorporated
District Department of Transportation
Diva Starr
Dolls by MonTQ
DSY Fine Art
E&S Art Gallery
EdLyn Enterprises, LLC
Elegant - Ink
Elisabeth's Boutique
Fanta Celah International
Fantastic Faces Cosmetics
Federal Deposit Insurance Corporation
Federal Reserve System
Finally By KYRA
FINRA - Dispute Resolution
Flori Roberts Cosmetics
Forever's Treasure's
Fulbright Specialist Program
GCIYA!
GEICO

General Motors
Genese Boutiques
Genoveve Fashions
Glitz and Glamour
Golden Scripts Jewelers, Inc.
Handbags U Like
Harvard Kennedy School
Human Rights Campaign
IDA's Elegant Boutique
Ida's Idea
Isaiah Boutique
Jerre's Ethnic Accessories & Apparel
Kimbrea Boutique
King George Design
Kobe Menswear
Kupendiza
Lady Mariama Design
Lecia Bianca Jewels
Leroy Campbell Art
Lil Lady's Apparel & Accessories
Local Initiatives Support Corporation
Love Me Greek
March of Dimes
MD Department of Transportation
MEA Magazine
Microsoft
Miles Beamon Jewelry
Millie's International Creations
Millie P's Creation
Millennial Banking Concept
Mirror Mirror Boutique
Miss Jessie's, LLC
Mitra's Bath & Body
Movement for Love and Unity
Nabvets/Vets Group
NAACP
National Association of Real Estate Brokers
National Black Justice Coalition
National Council of Negro Women
National Library of Medicine
NSPIRE
O'Bannon Studios
One United Bank
One Million Conscious & Conscientious Black Contributors & Voters
Photo Illusions
Planned Parenthood Federation of America
PNC Bank
Printtoria
Pristine Care
Raggs on the Boulevard

Real Time Pain Relief
Dunwin Global, LLC
Rocky's Custom Clothes
Scarf Art, LLC
SCENTZ4U
Shot News / Obama Photos
Siblings Together USA, Inc.
Sigma Gamma Rho- Sorority, Inc.
Sims Publishing Group
Smithsonian Institution
Social Security Administration
Stand Up! For Democracy in DC
Stephanie's Boutique
Sugarfoot Jewelry
Susan Jarvis Ragland
The Annie F. Lee Art Foundation
The King McNeal Collection
These Eyes of Mines, Inc.
Treasur's Secret Exchange Boutique
Traci Lynn Fashion Jewelry
True African Art.com
Truface by Grace
Urban Skin RZ
U.S. Black Chambers, Inc.
U.S. Department of Agriculture
U.S. Department of Homeland Security
U.S. Department HUD
U.S. Department of State
U.S. Department of Treasury
U.S. Drug Enforcement Administration
U.S. Intelligence Community
U.S. Secret Service
U.S. Securities and Exchange Commission
University of Chicago - Harris School of Policy
Utopia Africa Designs
Verse 9 Menswear
Visions in Black
Watercolours Fine Art
We Got U Covered
Wilbourn Sisters Designs
With My Hands, LLC
With These Hands
You Are So Beautiful
Youth Beauty Corporation
ZENME Creations

*partial listing



EXHIBIT SPACE CONTRACT

48th Annual Legislative Conference Exhibit Showcase

September 12-16, 2018 • Walter E. Washington Convention Center in Washington, DC

Exhibit Showcase: September 13 - September 15 | Thursday 12:00 p.m. – 7 p.m. | Friday 9 a.m. – 7 p.m. | Saturday 8 a.m. – 1 p.m.

Priority space selection will be held beginning **July 2, 2018**. Exhibit Space Contracts received will be handled on a first-come, first-served, space-available basis.

(These areas must be filled in - Incomplete forms will not be processed)

EXHIBITOR INFORMATION

Company Name: _____

***Important** * Print Company Name as it should appear on the Exhibit Identification Sign

Street Address (No P.O. Boxes): _____

City: _____ State: _____ Zip: _____

Company Contact: _____

Title: _____

Office: _____ Cell: _____

E-mail Address: _____

Website: _____

First-time ALC Exhibitor? Check Here! If not, year last exhibited at ALC _____

EXHIBIT PRODUCT CATEGORIES

This category will be used to determine your exhibit location (pavilion) and your 2018 exhibit space priority selection process.

Indicate the ONE (1) category that represents 60% of your exhibit product or service you will be showing in your exhibit.

- | | |
|---|---|
| <input type="checkbox"/> Author Showcase | <input type="checkbox"/> Lifestyle |
| <input type="checkbox"/> Business & Technology Pavilion | <input type="checkbox"/> Marketplace Pavilion |
| <input type="checkbox"/> College Fair | <input type="checkbox"/> Professional Career & Job Diversity Fair |
| <input type="checkbox"/> Health & Wellness | <input type="checkbox"/> Student Career & Job Fair |

*** Please provide brief description of product or services:**

By signing this Contract, Exhibitor agrees that they have received, read and agree to the attached 2018 Annual Legislative Conference (ALC) Exhibit Space Contract Terms and Conditions, incorporated in their entirety herein and expressly made a part of this Contract.

This document, when signed by Exhibitor and accompanied by full payment, constitutes a binding legal agreement and agrees Exhibiting Company is consistent with CBCF eligibility requirements and policies. Exhibitor understands CBCF will assign exhibit space to the company name listed above on a space available basis.

The individual signing this document represents and warrants that he/she is duly authorized to execute this binding contract on behalf of Exhibiting Company.

Authorized Company Rep (print): _____

Title: _____

Signature _____ Date: _____

CANCELLATION POLICY August 1, 2018 is the last day to cancel exhibit space and receive a refund less a \$50 administrative processing fee. Cancellations made after 5:00 PM EST on August 1, 2018 will be processed without refund. CBCF will issue refunds within 30 days of the conclusion of ALC. Cancellations will only be accepted in writing. Phone and faxed cancellation requests cannot be accepted.

EXHIBIT SPACE CHOICES

Refer to the 2018 ALC floor plans and list three (3) space choices in order of preference.

Assignments are based on: a) Product Category; b) Priority Points; c) Special Requirements; and d) Space Availability. All requests received will be handled upon receipt of this executed.

We will try to accommodate your preference, but space requests are for guidance and **are not guaranteed**.

1. _____ 2. _____ 3. _____

EXHIBIT RATES

Booth Size	Corporate	Booth Size	Category
Tier 1:		Tier 1: 100 sq. ft. (10' x 10')	
100 sq. ft. (10' x 10')	\$27.50 sq. ft. \$2,750	\$8.00 per sq. ft. \$800 per 10'x10'	Author Showcase
200 sq. ft. (i.e. 10x20, 10x30)	\$25.00 sq. ft. \$5,000	\$20 per sq. ft. \$2,000 per 10'x10'	Government
Tier 2: Island Booths	\$22.00 sq. ft.	\$10 per sq. ft. \$1,000 per 10'x10'	Marketplace
20' x 20'	\$8,800	\$9.00 per sq. ft. \$900 per 10'x10'	Small Business and Private Non-Profit
20' x 30'	\$13,200	\$22 per sq. ft. \$2,200 per 10'x10'	Professional Career & Job Diversity Fair
30' x 30'	\$19,800	TEEN CAFÉ	
30' x 40'	\$26,400	\$4.00 per sq. ft. \$400 per 10'x10'	Student Job Fair
40' x 40'	\$35,200	\$5.00 per sq. ft. \$500 per 10'x10'	College Fair
40' x 50'	\$44,000		
50' x 50'	\$55,000		

See the Contract Terms and Conditions for complete specifications and details.

MARKETPLACE VENDORS: The sale of merchandise is only allowed in Marketplace
SMALL BUSINESS: Organization grossing less than \$500,000 annually and not selling merchandise.
NON-PROFIT: Include a copy of IRS 501(c)(3) Determination Letter.

Please be advised!!! The selling of raffle tickets for prizes is not allowed on the Showcase floor.

PAYMENT INFORMATION

PREMIUM Booth Surcharge (Corner Booth, facing large booth, aisles)
 Add 10% per 10'x10' corner booth

Booth Size _____ TOTAL Exhibit Space Cost: \$ _____

Visa MasterCard American Express Check or Money Order

Card #: _____

Expiration Date: _____ / _____ CVC Code: _____

CBCF Inc. reserves the right to charge correct amount due if listed incorrectly in "Total Due" column

Name as it appears on Card: _____

Authorized Signature: _____

PAYMENT POLICY AND SCHEDULE

Exhibit space and location will be confirmed upon receipt of signed contract and FULL PAYMENT for the total cost of exhibit space. CBCF will not accept contracts without full payment. Exhibit booth fees are tax-deductible to the extent allowed by law. Please allow 5-7 days processing time.

Make all checks payable to:

Congressional Black Caucus Foundation, Inc.
 Attn: **2018 ALC Exhibit Showcase**
 1720 Massachusetts Avenue, NW
 Washington, DC 20036

EXHIBITOR TERMS AND CONDITIONS

As of: JUNE 2018

THIS CONTRACT is made between The Congressional Black Caucus Foundation, Inc. (hereafter, "CBCF") and the Exhibitor that completed the contract for exhibit space (hereafter, the "Exhibitor") for lease of certain exhibit space, to be assigned by CBCF, during the 48th Annual Legislative Conference, **September 13-15, 2018**, in Washington, D.C. (Hereafter, the exposition shall be referred to as the "Exhibit Showcase") This contract shall be in effect upon its execution by CBCF as follows:

- 1. ELIGIBILITY TO EXHIBIT**— Companies with an intended business interest in promoting products and services to the public. Those products or services that are of a pornographic or illegal or of a nature that is incompatible with the mission/vision of CBCF are NOT eligible to be exhibited at the Annual Legislative Conference Exhibit Showcase. CBCF reserves the right to reject exhibit contracts that propose to exhibit any such products/services.
- 2. EXHIBIT SCHEDULE** - Thursday, September 13 – Saturday, September 15, 2018
SHOW TIMES:
Thursday: 11:30 A.M. – 7:00 P.M.
Friday: 9:00 A.M. – 7:00 P.M.
Saturday: 8:00 A.M. – 1:00 P.M.

EXHIBITOR MOVE-IN:

Tuesday, September 11 1:00 PM to 5:00 PM
Wednesday, September 12 9:00 AM to 5:00 PM

The Exhibit Hall E in the Walter E. Washington Convention Center will be open **Tuesday, September 11 from 1:00 p.m. – 5:00 p.m.**, for set-up. The Exhibitor Service Desk will be open during these hours. All shipping crates must be removed from the aisle and all booths must be show ready by 5:00 p.m. on **Wednesday, September 12, 2018**.

Exhibit space not occupied by 5:00 p.m. on **Wednesday, September 12, 2018** will be deemed cancelled and will be reassigned by CBCF to another exhibitor without refund of the rental paid. The Exhibitor expressly agrees not to dismantle the exhibit or to do any packing before the final closing of the exhibits.

EXHIBITOR MOVE-OUT:

Saturday, September 15 1:01 PM to 4:00 PM –Dismantle/move-out during this time
Sunday, September 16 8:00 AM to 1:00 PM – For large exhibits that cannot complete their move-out on Saturday

Breakdown may begin at **1:01 p.m., Saturday, September 15, 2018** and must be completed **by 4:00 p.m.** The Hargrove Exhibitor Service Desk will be open during move out times. Exhibitors dismantling before specified times risk receiving a priority point violation.

- 3. EXHIBIT BOOTH PACKAGE**—The exhibit fee includes an 8-foot-high back wall drape, 3-foot-high side dividers, 6-foot draped table, two (2) chairs, a wastebasket and a booth identification sign measuring 7" x 44" with the company name and booth number (in-line booths only). The Exhibit fee also covers conference registration as outlined on the Exhibitor Registration Form located in the Exhibitor services manual.
- 4. EXHIBITOR BADGES**—Exhibit personnel must be registered for the conference and wear the identification badges during set-up, while on the exhibit floor and during dismantling. Exhibitor badges are for use by exhibit personnel only! These badges allow entrance to as outlined on the Exhibitor Registration form. Each exhibitor will receive a link for exhibitor registration badges upon confirmation of booth space. Additional "Exhibit Hall Only" badges will be available upon request.
Badge Allotment: Each exhibiting company will receive four (4) exhibit/standard badges per 100 sq. ft. - exhibit space contracted.
- 5. PAYMENT SCHEDULE/CONTRACT DEADLINE**—Contract is for exhibit space as outlined above. Receipt of full payment for exhibit space is required at time of contract submission. Contract is not valid without payment. All contracts are due to CBCF no later than **5:00 p.m. EST, Friday, September 8, 2018**. Contracts received after this deadline may be rejected.
- 6. CANCELLATION, REFUND POLICY**— **August 1** is the last day to cancel exhibit space and receive a refund less a \$50 administrative processing fee. Cancellations made after 5:00 PM EST on **August 1**, will be processed without refund. For cancellations eligible for refund, CBCF will issue refunds within 30 days of the conclusion of ALC. Cancellations will only be accepted in writing. Phone and faxed cancellation requests cannot be accepted. Cancellation requests must be submitted in writing to VFore@CBCFinc.org.
- 7. ASSIGNMENTS OF SPACE**—Exhibit space will be assigned by priority point system. Under the priority point system exhibitors will be assigned exhibit space based on priority points with priority selection given to companies represented on the CBCF Board of Directors, sponsors and past exhibitors (most recent year first) number of priority points accumulated for contracts received by **July 13**. After **July 13**, exhibit space will be assigned on a first-come, first-served basis. Space will only be confirmed upon receipt of contract with full payment.
- 8. SUBLEASE**—No exhibitor shall assign, sublet or share booth space. CBCF shall have the right to remove materials from a non-exhibiting company, agency or organization on display in an exhibit booth. No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit hall.

9. **SECURITY**—Perimeter security service is provided by CBCF from move-in through move-out. The furnishing of security guards shall not be deemed to increase the liability of CBCF, HARGROVE Inc., the District of Columbia and the Walter E. Washington Convention Center, or to modify in any way the assumption of risk and release provided for those above. It is recommended that exhibitors take precautionary measures of their own such as the securing of small or easily portable articles of value, and their removal to a place of safekeeping after the exhibit hours. Information on security services will be included in the Exhibitor Services Manual. CBCF, Hargrove, Inc. and WCC are not liable for damages or property loss. Exhibitors are responsible for the security of the items/products within their exhibit booth.
10. **PRIORITY POINTS**—The Priority Point System will govern how CBCF assigns booth space to Exhibitors. Priority Points can be deducted for violation of any of CBCF terms and conditions of the exhibit contract. The Priority Point System for exhibit space assignment sets forth the policy of CBCF and does not constitute or create any rights, contract or otherwise, on behalf of any Exhibitor. CBCF reserves the right to modify or discontinue the Priority Point System at any time. Contracts received by the Exhibit Contract Deadline (**July 13**) will be assigned exhibit space based on priority point rankings. After the contract deadline, booths will be assigned strictly on a first-come, first-served basis and not based on priority points. Exhibitors accrue one priority point for each square foot of paid exhibit space.
11. **EXHIBIT REQUIREMENTS AND RESTRICTIONS**
- 11.1 **Use of Space**—All demonstrations or other sales activities in the Exhibit Hall must be confined to the limits of an exhibitor’s contracted exhibit space. Aisles are under the control of CBCF and may not be used for exhibits, nor may exhibits change the size or shape of the aisle or span over the aisle. It is the Exhibitor’s responsibility to bring a display that fits within the contracted space. For complete booth specifications, consult the Exhibit Prospectus which can be downloaded by visiting www.cbcfinc.org, then selecting ALC then Exhibit Showcase.
- 11.2 **Line of Sight Restriction**
—In-line booth displays, including the sign, may not exceed the 8-foot back-wall height. Display materials will not be permitted to exceed 4 feet in height in the front 5 feet of the booth. For example, in a standard 10' x 10' or multiples thereof, structures above 4 feet must begin at least 5 feet back from the aisle line (Line-of-Sight exceptions: Split Island Booth, Peninsula and Perimeter Booths). For complete booth specifications, consult the Exhibit Prospectus which can be downloaded by visiting www.cbcfinc.org, then selecting ALC then Exhibit Showcase.

— Island booth displays will be permitted to a maximum height of 20 feet (no two-story exhibits permitted). A 50 percent, see-through effect on the portion of the booth from floor to 8-foot minimum height is required to prevent blocking views of adjacent exhibits.
- 11.3 **Hanging Signs & Graphics**—Hanging signs and graphics are permitted in *all standard peninsula and island booths*, to a maximum height of sixteen feet (16’). Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements (for example, the highest point of any sign should not exceed the maximum allowable height for the booth type). Hanging Signs & Graphics should be set back ten feet (10’) from adjacent booths. **Approval for the use of Hanging Signs & Graphics must be received from CBCF at least 60 days prior to installation. Drawings/renderings must accompany each request and be stamped by a certified structural engineer. Signage & Graphics hung without prior CBCF approval may be removed or moved accordingly at the exhibitor’s expense.**
- 11.4 **Structural Integrity**—All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them. Exhibitors agree to hold CBCF harmless for displays, fixtures and incidents resulting from non-compliance of this policy.
- 11.5 **Floor Covering**—**Floor covering is mandatory for all exhibit booths and must cover the entire net square footage of contracted exhibit space. Exhibitors may use their own floor covering, carpet or hardwood or order it from the show decorator. Order forms will be included in the Exhibitor Services Manual. Exhibit spaces without floor covering will not be allowed to open. CBCF or the show decorator will charge the credit cards of any exhibitors who fail to provide their own carpet/floor covering or purchase the same from show decorator.**
- 11.6 **Fire and Safety Regulations**—All local regulations will be strictly enforced and the Exhibitor assumes all responsibility for compliance with such regulations. All decorations must be flameproof. No combustible materials, merchandise or signs shall be attached to, hung, draped over or stored in or around the exhibit booth(s) or under tabletops.
- 11.7 **Storage of Packaging Boxes and Crates**—Exhibitors will not be permitted to store empty packing boxes or crates in booths during the exhibit period. These items will be stored and delivered through the drayage service at standard rates.
- 11.8 **Demonstrations**—As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or in neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation and demonstration areas to ensure compliance.

- 11.9 **Sound/Music/ Video/Copyright**—In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels. Projection machines are limited in their operations to demonstrations only and shall not be used for showings designed to attract or amuse visitors. All projections must be in accordance with the requirements of the fire prevention authorities and in harmony with any agreements entered into by CBCF and labor unions. **Approval for the use of live entertainment should be received from CBCF at least 60 days prior to installation.** Exhibitors should be aware that music or video played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted composition. Exhibitors shall defend and hold harmless CBCF for any copyright laws associated with the exhibitor's use of copyrighted music in their exhibit.
12. **Photography**—Taking pictures in the exhibit hall, other than by the official convention photographer and attendees visiting the Authors Pavilion, is prohibited during the exhibit hall hours including setup, dismantling, and non-show hours. Cameras will not be allowed on the exhibit floor during these times. Each exhibitor has control over its space and may want to prevent competitors from gaining access to, photographing, videotaping or otherwise recording their exhibit or presentation. Individuals found taking photographs in the exhibit hall will be asked to leave the show floor.
- 12.1 **Show Decorator & Unions**—Hargrove is the official show decorator. **Information for ordering furniture, carpeting, A/V, utilities, telecommunications, shipping, material handling and other services will be sent via e-mail by the decorator to exhibitors within days of contract receipt with payment.** Exhibitors wishing to receive a printed Exhibitors Service Manual may do so by sending their request to VFore@cbcfinc.org. Exhibitor shall abide by agreements made by, between and among CBCF, the Exhibit Facility, Hargrove and any unions or other labor groups having jurisdiction at the Exhibit. All work involved with setting up and dismantling exhibits must be performed by authorized personnel.
- 12.2 **Labor & Drayage**—Skilled labor to assist exhibitors in erecting/dismantling and/or packing/unpacking exhibits as well as drayage will be handled by Hargrove. Forms for these services will be available via the Exhibitor Services Manual. **CBCF is not responsible for labor issues, shipping delays or materials shipped via other methods.**
- 12.3 **Exhibitor-Appointed Contractors (EACs)**—Any contractor other than those identified as “official CBCF contractors” must be approved by CBCF. **Exhibitors using contractors other than the official CBCF contractors for labor, supervision or any other service must notify CBCF, in writing, by August 15, 2018. This written notification must include the contractor's certificate of insurance and should be sent to VFore@CBCFinc.org.** Notification to use an EAC and submission of Certificates of Insurance received after the **August 15, 2018** deadline will not be accepted by CBCF. **There are no exceptions.** See **Insurance** section below for requirements for insurance certificates.
- 12.4 **Vehicles on Display**—The following conditions and safety precautions are enforced for all vehicles on display:
- Vehicle displays requested must be submitted to CBCF by **August 15, 2018** for approval in advance of the exhibit.
 - Battery cables must be disconnected and taped.
 - Fuel tanks cannot exceed one-quarter tank or five gallons whichever is least
 - Fuel tanks must be locked and sealed in an approved manner to prevent the escape of vapors.
 - Refueling or removal of fuel from vehicles on the premises is prohibited.
 - Vehicles may not be started up or moved during show hours.
 - Keys to vehicle must be maintained by show management and/or show security.
 - Appropriate protection must be placed under vehicle to protect the floor in the event of fluid leaks.
 - Exhibitor is responsible for being aware of and paying any/all fees to the convention center and/or show decorator that are associated with a vehicle display. Such fees include, but are not limited “spotting fees” and security. **CBCF will not cover the cost of any fees associated with vehicle displays. CBCF provides general conference security only. Exhibitors are responsible for securing their vehicles during non-show hours.**
- 12.5 **Care of Premises & Compliance/Exhibit Facility Regulations**—No part of the exhibit nor signs or other materials may be pasted, nailed or otherwise affixed to walls, doors or other surfaces in a way that might mar or deface the facility's premises or booth equipment and furnishings. Nothing may be rigged, suspended from or attached to any Walter E. Washington Convention Center mechanical system. Damage from failure to observe this notice is payable by the Exhibitor. See the Walter E. Washington Convention Center Event Services Handbook at <http://www.dcconvention.com/> for full disclosure of the facility rules and regulations.
- 12.6 **Over-the-Counter Sales**—Product sales are only permitted in designated areas. Each vendor must complete D.C. Department of Finance and Revenue tax form FR-500 by calling (202)727-4TAX. These regulations are a part of the contract between the exhibitor and CBCF.
- 12.7 **Americans with Disabilities ACT (ADA)**—All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive and as reasonably accommodating as possible to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301 and from the Web at www.usdoj.gov/crt/ada/infoline.htm.

13. LIABILITY

- 13.1 The Exhibitor shall be solely responsible to third parties, including invitees and the public, for all claims, liabilities, actions, costs, damages and expenses arising out of or relating to the Exhibitor's participation in the Exhibit.
- 13.2 The Exhibitor shall indemnify and hold harmless CBCF and the Walter E. Washington Convention Center, their officers, directors, members, agents, employees and sponsoring organizations against any and all actions, suits, proceedings, damages, losses, costs, and expenses asserted, brought or claimed by third parties arising out of the Exhibitor's participation in the Exhibit. The Exhibitor agrees to pay any and all costs and expenses (including reasonable attorneys' and experts' fees and litigation costs) incurred by CBCF, its officers, directors, members, employees, and agents in defending or resolving such claims as may be asserted against them.
- 13.3 CBCF shall not be responsible for any bodily injury or other damages or losses suffered by the Exhibitor, its employees, or agents or for loss or damage to property owned, leased or used by Exhibitor, either while in transit to or from the Exhibit or while in the Exhibit Facility from any cause whatsoever. Exhibitor agrees to safeguard its own exhibit materials or goods from the time they are placed in the Exhibit Facility until they are removed. **Exhibitor acknowledges that CBCF does not maintain insurance covering the Exhibitor, its agents, or its property and that it is the sole responsibility of the Exhibitor to obtain liability, business interruption, property damage and other insurance covering such losses or liability by the Exhibitor.**
- 13.4 Under no circumstances, including but not limited to cancellation of the Exhibit Contract or removal or expulsion from the Exhibit Facility, shall CBCF be liable for any indirect, special or consequential damages, including but not limited to lost sales, lost profits, administrative expenses, transportation costs, travel expenses, salaries or any other expenditures incurred by the Exhibitor as the consequences of its participation in the show. The maximum liability of CBCF to Exhibitor, regardless of the basis for any claim, shall be the amount paid by Exhibitor to CBCF for rental of exhibit space.
14. **INSURANCE**—Each party involved in the Exposition—exhibit hall, Convention Center, owners and exhibitors—agrees to be responsible for any claims arising out of its own negligence or that of its employees or agents. The exhibitor shall, 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 loss or damage occurring in or upon or resulting from the premises leased by CBCF. Such insurance shall include contractual liability and product liability coverage. Such insurance shall name CBCF and the Walter E. Washington Convention Center and the Washington Convention Center Authority as additional insured's. The exhibitor shall be required to provide CBCF with said certificate of insurance coverage upon request (in advance or at show site). Said insurance must carry minimum coverage of \$2 million of general liability. This insurance requirements must all be met by any Exhibitor Appointed Contractor (EAC).
15. **FORFEITURE/RIGHT TO REMOVE EXHIBITOR'S PROPERTY**—If an Exhibitor does not follow the rules and regulations set by CBCF, the Exhibitor shall forfeit the amount paid for space rental and contracted space, regardless of whether or not the exhibit space is subsequently leased. CBCF reserves the right to remove from the Exhibit Facility any or all of the property of the Exhibitor, and at the exhibitor's expense should the CBCF Annual Legislative Conference be canceled or relocated or should the Exhibitor violate any of the conditions of the Exhibitor's agreement. This right may be exercised without prior notice or hearing.
16. **INTERPRETATION AND ENFORCEMENT**—These terms and conditions outline here are part of the contract between the exhibitor and CBCF, as well as their officers, directors, employees, agents, successors and assigns. CBCF has full power of interpretation and enforcement of these rules. All matters in question not covered by these regulations are subject to the decision of CBCF and all decisions so made shall be binding on all parties affected by them as by the original regulations. In addition to the above terms and conditions, **CBCF reserves the right to cancel or refuse rental of display space without refund and/or to refuse admission to future exhibitions by any person or company whose conduct or display of goods is, in the opinion of CBCF, incompatible with the general character and objectives of the exposition and/or CBCF.**
17. **FORCE MAJEURE**—CBCF shall not be financially obligated or otherwise committed to the Exhibitor if the convention and/or the exposition is cancelled or deferred due to strikes, fires, casualties, war, acts of war, government regulation, government policy action, civil disorder, curtailment of transportation facilities, acts of God or causes beyond its control.
18. **CONTROLLING LAW AND FORUM SELECTION**—The Exhibit Contract, including these Terms and Conditions, shall be governed by and construed according to the laws of the District of Columbia without regard to conflict of laws principles. For any legal action, the exclusive jurisdiction and venue shall be the applicable court for the District of Columbia and Exhibitor agrees to submit to the jurisdiction of the same.

The exhibitor agrees to (i) obey all laws, by-laws, ordinances and regulations governing use of the facility and operation of the SHOWCASE (ii) abide by the rules and regulations of the city, fire and police departments and of any other government or regulatory body having authority to regulate the facility and the SHOWCASE, and (iii) obey all laws, including those pertaining to health and safety, consumer protection and protection of visitors to the SHOWCASE.

The Exhibitor agrees to abide by all rules and regulations governing the SHOWCASE established by CBCF, including rules and regulations set forth in the Exhibitor Manual. The Exhibitor agrees to observe, to the extent applicable, all union contracts and labor relations agreements in force (i) between CBCF and contractors providing services to the facility and (ii) governing companies operating in the facility in which the SHOWCASE is taking place.

The Exhibitor agrees to obtain, at its own expense, any licenses or permits which are required for the operation of its trade or business during the term of the Expo and to pay all taxes, including all applicable sales taxes, of any nature or kind that might be levied against it as a result of the operation of its trade or business in its contracted space.

AGREEMENT— By signing and submitting the Exhibit Contract, the Exhibitor has read, understood, and agreed to each of the terms and conditions set forth. The Exhibitor further agrees to defend and hold harmless CBCF against any claims arising from the Exhibitor's participation in the Exhibit Showcase or violation of any of CBCF's policies outlined here, or adapted after the publication of the exhibit prospectus, governing the Exhibit Showcase.

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[EXHIBIT PROSPECTUS]

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