

**2024**

**53rd Annual  
Legislative  
Conference**

**THE NEIGHBORHOOD**

**EXHIBITOR  
PROSPECTUS**



**CBCF**



**SEPTEMBER 11–15, 2024** Walter E. Washington Convention Center



# WELCOME

Raise your business profile among African American consumers during the Congressional Black Caucus Foundation, Incorporated (CBCF) 2024 Annual Legislative Conference (ALC), September 11–15, 2024, 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 Wednesday, September 11, through Friday, September 13. Nearly 8,000 ALC registrants will visit the Exhibit Showcase as part of their ALC experience. Attendees include elected officials and business, education, religious, and civic leaders. Attendee demographics 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.**





# 2024 ALC The Neighborhood: Exhibit Showcase

## Don't miss the opportunity!

Join the Congressional Black Caucus Foundation, Incorporated (CBCF) for the 2024 Annual Legislative Conference (ALC) Exhibit Showcase, September 11–15, 2024, at the Walter E. Washington Convention Center in Washington, D.C. This premier event is your opportunity to reach nearly 8,000 conference attendees from across the nation. Elected officials and business, industry, and community leaders attend ALC to learn firsthand 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 professional career job fair, a contract procurement platform, book signings, health screenings, product demos, and more.

The 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 on-site 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 that impact millions of African Americans and the global black community.

# Key Information

## IMPORTANT DATES

**JUL 1** Priority space assignments will begin.

**AUG 1 CANCELLATION DEADLINE:** Last day to cancel exhibit space and receive a refund (less a \$50 administrative processing fee). Cancellation requests must be sent to [vfore@CBCFinc.org](mailto:vfore@CBCFinc.org). See page 15 for the full cancellation policy.

**JUL 15** Exhibitor services manual available to confirmed (paid) exhibitors.

**JUL 22** Booth assignments to be announced.

**AUG 13** Freeman discount deadline.

**AUG 16** Exhibitor food and beverage order deadline.

**AUG 30** Deadline for confirmed exhibitors to register for conference badges in advance.

## SHOWCASE RATES

### CORPORATE

#### Tier 1: In-line booth

\$29.50 per square foot—100 square feet (e.g., 10'x10' = \$2,950)

\$27.00 per square foot—200 square feet or more (e.g., 10'x20' = \$5,400)

#### Tier 2: Island booth

\$26.00 per square foot (e.g., 20'x20', 30'x30', or 40'x50')

### GOVERNMENT

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

### MARKETPLACE VENDOR

\$12.00 per square foot (e.g., 10'x10' = \$1,200)

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

### SMALL BUSINESS AND NONPROFIT

\$11.00 per square foot (10'x10') \$1,100

*Note: Small Business is defined as an organization that grosses less than \$500,000 annually and will not be selling merchandise. Nonprofit organizations must include a copy of their IRS 501(c)(3) Determination Letter to qualify for this rate.*

### AUTHOR

\$150.00 Hi-Top Table - Book Signing and Selling of Books

## SHOWCASE HOURS

### MONDAY, SEPTEMBER 9

1 p.m.—5 p.m. Installation  
(By Appointment Only)

### TUESDAY, SEPTEMBER 10

9 a.m.—7 p.m. Installation

### WEDNESDAY, SEPTEMBER 11

7 a.m.—9:30 a.m. Installation  
11:30 a.m.—7 p.m. Exhibit Hall  
Grand Opening

### THURSDAY, SEPTEMBER 12

9 a.m.—6 p.m. Exhibit Hall Open

### FRIDAY, SEPTEMBER 13

9 a.m.—6 p.m. Exhibit Hall Open  
6:01 p.m.—10 p.m. Dismantle

### SATURDAY, SEPTEMBER 14

9 a.m.—1 p.m. (Marketplace Vendors Only)  
1:01 p.m.—3 p.m. Dismantle  
(Marketplace Vendors)

### SUNDAY, SEPTEMBER 15

9:00 AM to 1 p.m. Dismantle  
(Awards Dinner Sponsor Activations)

## SHOWCASE BENEFITS

1. 10'x10' (100 square feet) exhibit space with an 8-foot high back wall drape and 3-foot high side wall drape.
2. Booth furnishings: One six-foot draped table, two chairs, and 1 wastebasket.
3. 7"x44" booth identification sign printed with your company's name and booth number.
4. Company listing in the Exhibitor Directory on the ALC Mobile App.
5. Two complimentary registrations per 100 square feet purchased (e.g., a 10'x10' booth receives 2 badges).

# Facility Information

## **Walter E. Washington Convention Center**

801 Mount Vernon Place, NW  
Washington, D.C. 20001

**Main Number:** (202) 249-3000

**Hall D:** 111,000 gross square feet

**Floor Covering:** Cement

**Ceiling Height:** Predominantly 30 feet

180-foot clear 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**

Freeman is the official show decorator. All confirmed (fully paid) exhibitors will receive access to the Exhibitor Services Manual beginning **July 15** by email.

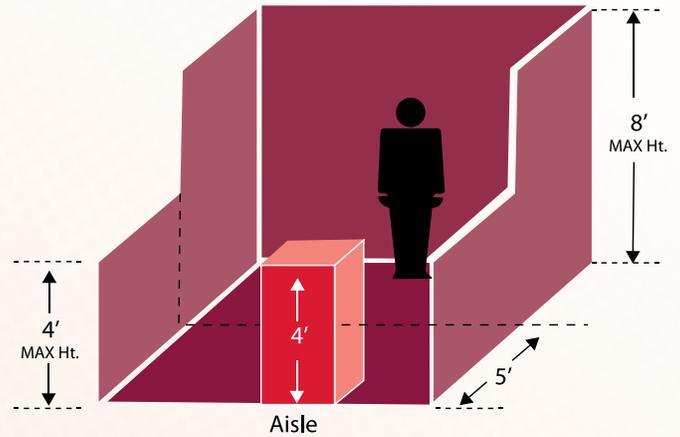


Figure 1 - Display fixtures over 4 feet high must be confined to the area of the booth that is at least 5 feet from the aisle line.

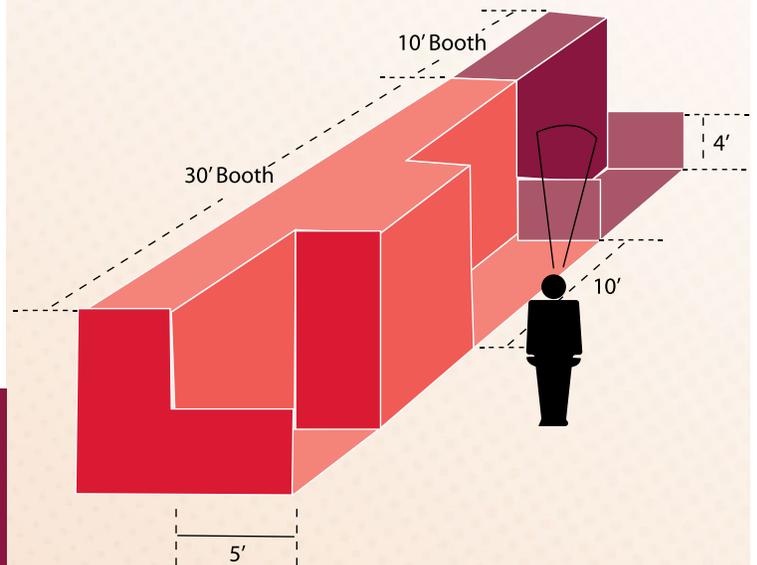


Figure 2 - Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit. Exhibitors with larger space –30 linear feet or more– should also be able to effectively use as much of the total floor space as possible, as long as they do not interfere with the rights 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.

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 [CBCFINC.org](http://CBCFINC.org)

For questions, contact CBCF at [vfore@cbcfinc.org](mailto:vfore@cbcfinc.org)  
OR (202) 263-2800.

# About The Neighborhood: Exhibit Showcase

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

## **AUTHORS LITERARY CIRCLE**

Meet the Authors! The nation's premier African American literary and scholarly talent from all over the country converges at the ALC to greet conference attendees. Prominent authors share the spotlight with a diverse range of novelists, scholars, poets, and self-published authors. Hear the latest buzz about the newest titles from your favorite publishers all in one easy-to-find location in the Exhibit Showcase. Attendees will have the opportunity to meet many authors for book signings and see an exciting and extensive schedule of the hundreds of authors and illustrators appearing in exhibitor booths.

## **BUSINESS ENTERPRISE BOULEVARD**

This pavilion is designed to attract influential industry leaders from around the world to introduce new products, services, or advanced technology, giving you the latest tips in millennial lifestyle, emerging innovations, consumer trends, entertainment, home decor, and so much more. In addition, lenders, investment professionals, and credit counselors join together to create one of the most informative pavilions for attendees who want to learn more about home-based businesses, real estate, franchise opportunities, retirement, investment, asset protection, and credit/debt management.

Exhibitors showcase the latest information from featured government agencies fostering business partnerships between the federal government, its prime contractors, and small, minority, service-disabled veteran-owned, veteran-owned, HUBZone, and women-owned businesses. Participating firms will have the benefit of marketing their products/services to procurement representatives and small business specialists from government agencies.



## **PROFESSIONAL CAREER & JOB DIVERSITY FAIR**

The Career Diversity Fair will provide a platform for individuals to learn about various job opportunities in the federal and private sectors while giving minority-owned businesses an opportunity to engage with government agencies, private agencies, and the public sector. This pavilion is perfect for anyone looking to advance in a chosen field or even start a new career. Attendees will meet with employers in an informal setting and learn more about career and internship opportunities offered by companies, government agencies, and nonprofit organizations. Companies attending the fair are hiring for full-time positions, part-time positions, and internships—and they are interested in students from all majors and degree types, locally and nationwide.

## **MEDIA SQUARE**

Radio and media representatives will speak with celebrities, corporate sponsors, and politicians “on the red carpet.” The Media Squares is also where you can chill and mingle while you recharge your devices.



## **HEALTH & WELLNESS WAY**

Health and Wellness Way will offer important and potentially life-saving health screenings, including prostate screenings, and mammograms, 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. Also, join us for interactive health and wellness symposiums designed to provide useful and practical tools, information, and tips to transform your health and your life. 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, learn about wellness trends, receive nutritional tips, and watch healthy cooking demonstrations sample healthy foods, and practice new exercises to stay fit. It's all happening in the Health and Wellness Way.

## **MARKETPLACE TOWN CENTER**

ALC attracts high-end consumers seeking one-of-a-kind, high-quality artistry, jewelry, and apparel. Exclusively for professional artisans, designers, and unique craftsman and businesses, the Marketplace Pavilion is a source for one-stop shopping. Consumers shop in a thriving marketplace of 100+ vendors promoting hand-made artistry at its best, relaxing spa wear, unique jewelry, original artwork, and the latest in health and well-being services and technology.

# Inside the Exhibit Hall

## **MOBILE APP**

The ALC Mobile App features the full exhibitor list, including virtual components and live links to exhibitors' websites. Attendees will also access an interactive map that guides them through the exhibit hall and offers opportunities to win prizes.

## **EXHIBITOR LOUNGE**

Exhibitors can take a break from the busy show floor and recharge in this relaxing space designed specifically for our exhibitors. The Exhibitor Lounge will provide a quiet spot for exhibitors to rest and regroup during show hours with complimentary beverages and snacks.

## **EXHIBIT HALL NETWORKING EVENTS**

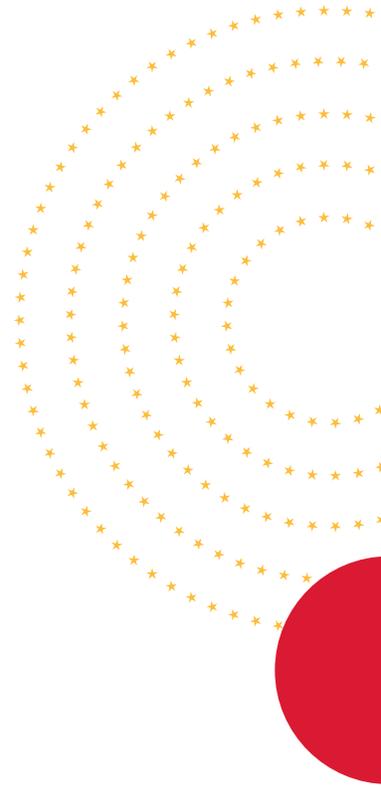
Congressional leadership will conduct a ribbon-cutting ceremony officially opening the Exhibit Showcase on the Spotlight Stage. Connect with colleagues, clients, and exhibitors during the conference-wide luncheon and evening reception. All registrants are invited to attend.

## **THE NEIGHBORHOOD SPOTLIGHT STAGE**

Popular topics and events every day: The main stage in the exhibit hall will feature the opening press conference, empowerment sessions, celebrity panels, vendor spotlights, a fashion show, performances by emerging artists, a poetry blast, and much more.

## **CAREER SUPERCHARGE STATION**

Visit the Professional Career and Job Diversity Lounge to participate in mini-workshops led by a career coach and get your resume reviewed. The lounges are designed for anyone who wants to advance in a chosen field, is interested in starting a new career, needs tips and strategies for a better work-life balance, or wants an expert to review their resume.



# FAQ

## CBCF 53<sup>RD</sup> ANNUAL LEGISLATIVE CONFERENCE



### What are the Exhibit Showcase hours?

Wednesday, September 11  
11:30 a.m.–7 p.m.

Thursday, September 12  
9 a.m.–6 p.m.

Friday, September 13  
9 a.m.–6 p.m.

Saturday, September 14  
9 a.m.–1 p.m.  
*(Marketplace Vendors Only)*

### What is the Exhibit Hall Load In & Out Schedule?

#### EXHIBITOR LOAD-IN

Monday, September 9  
1 p.m.–5 p.m. *(By Appointment Only)*

Tuesday, September 10  
9 a.m.–7 p.m.

Wednesday, September 11  
7 a.m.–9:30 a.m.

#### EXHIBITOR LOAD-OUT

Friday, September 13  
6:01 p.m.–10 p.m.  
Dismantle/move-out

Saturday, September 14  
1:01 p.m.–3 p.m.  
Dismantle/move-out  
*(Marketplace Vendors)*

Sunday, September 15  
9 a.m.–1 p.m. Awards Dinner Sponsor Activations

### What is included in my exhibitor registration package?

Conference portfolio, access to Issue Forums/Braintrusts, National Town Hall Meeting, company listing in the Exhibitor Directory on the ALC Mobile App, Town Hall Meeting and Exhibit Hall Reception tickets.

### Exhibitor Registrations Badge Allotment (per 10'x10' booth):

Two complimentary; up to 10 allotted.

### What is included in my booth package?

The exhibit fee includes an 8-foot-high back wall drape, 3-foot-high side dividers, a 6-foot draped table, two chairs, one wastebasket, one booth identification sign measuring 7" x 44" printed with the company name and booth number (in-line booths only), booth standard carpet, and conference registration as outlined in the Exhibitor Registration Package.

### Where can I arrange shipping and order trade show services or booth add-ons?

CBCF Inc. has appointed Freeman as the official general services contractor for the ALC Exhibit Showcase. Approximately three to five days after your application is approved and processed, you will be able to access the ordering link via the email address on the application. There, you can use the Exhibitor Service Manual to order furniture and accessories like extra chairs, tables, power, and internet access. You'll also find the price lists for material handling and labor.

### Where can I find parking at the convention center?

There are more than 3,000 parking spaces in a three-block radius of the facility. These spaces are available on a first-come, first-served basis.

### Which Metro stop is nearest to the convention center?

Yellow/Green Line: Mt Vernon Square / 7th Street Convention Center

### Where is the loading dock at the convention center?

Upon arrival at the Washington Convention Center, check in with the dock master to receive a POV Dock Permit and directions to the proper loading dock. Due to local union regulations, Freeman must unload all privately owned vehicles (POVs). Please review the Freeman–Exhibitor Service Manual for pricing.

For exhibitors, the entrance at the southwest corner of 9th Street and Mt. Vernon Place has been designated as the hand-carry entrance. Exhibitors may use this entrance to transport materials they can carry in one trip to their booths. Vehicles cannot stage outside of this entrance. Examples of acceptable hand-carry materials include boxes, suitcases, fiberboard shipping cartons, portable displays on wheels, and small luggage racks. The following items are NOT two-wheel dolly loads, hotel bellman–style carts, or boxes or crates that require two people to carry.

### Where can I get something to eat at the convention center?

A complimentary continental breakfast will be served daily in the Exhibitor Lounge located in the exhibit hall. Lunch and other food and drink items may be purchased at the lunch cafe in the exhibit hall or at the nearby restaurants and coffee shops.

# FAQ

## CBCF 53<sup>RD</sup> ANNUAL LEGISLATIVE CONFERENCE



### FOR FULL POLICIES - REFER TO TERMS & CONDITIONS

#### How are booth numbers assigned?

Starting on July 1, booth numbers are assigned by the Priority Points system until July 21. Beginning July 22, space assignments are on a first-come, first-served basis to paid exhibitors, with priority selection given to sponsors and 2022 exhibitors in good standing. CBCF reserves the right to change booth assignments when deemed necessary. Changes in booth assignments are rare, and CBCF will notify the exhibitor in writing before any such change is made. Exhibitors must request a specific 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 two exhibitor or standard registrations for every 100 square feet of exhibit space contracted. Up to 10 exhibit-only personnel 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 I offer food samples to my booth attendees?

Companies offering 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 will be provided standard carpet in their booths. Other floor coverings (e.g., upgraded carpet, hardwood, tile) can be ordered through the general contractor using the carpet form in the Exhibit Service Manual.

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

ALC vendors may exhibit only within their contracted booth space in Hall D 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 the exhibit hall will be removed by CBCF at the owner's expense.

#### May I cancel my booth at any time?

August 1 is the last day to cancel exhibit space and receive a refund less a \$50 administrative processing fee. Cancellations made after 5 p.m. eastern time 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. Phoned or faxed cancellation requests cannot be accepted. Cancellation requests must be sent via email to [VFore@CBCFinc.org](mailto: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 specified in the exhibitor's contract. Exhibitors who dismantle early will incur a \$200 penalty fee and lose their priority booth selection for the 2025 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.

#### Is the Exhibit Showcase open to the general public?

The Exhibit Showcase is free! It is open to conference attendees and to the general public.

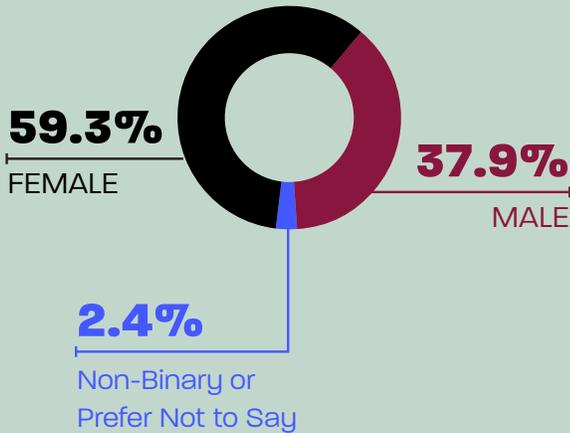
#### What are the exhibiting terms and conditions?

CBCF will have the right to decline applications if another vendor providing the same product has already registered or if capacity is reached with vendors selling the same products/services.

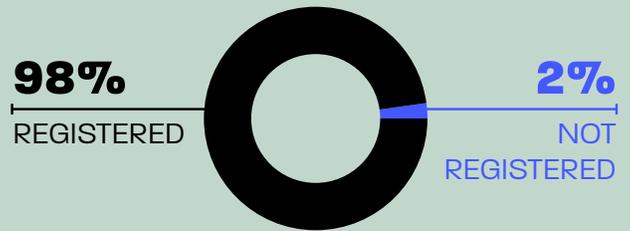
# 2023 ATTENDEE PROFILE

Data Points from Respondents Who Provided Answers

## GENDER



## VOTING STATUS



## AGE

|              |       |              |       |
|--------------|-------|--------------|-------|
| <b>0.3%</b>  | <17   | <b>24.3%</b> | 40-49 |
| <b>0.9%</b>  | 18-21 | <b>22.3%</b> | 50-59 |
| <b>10.8%</b> | 22-30 | <b>15.1%</b> | 60-69 |
| <b>19%</b>   | 31-39 | <b>7.2%</b>  | 70+   |

## LOCATION

**97.8% USA**

**2.2% Outside of USA**

## EDUCATION

0.3% Some High School

1.4% High School Graduate

1.6% In College

5.9% Some College

34% College Degree

36.6% Masters Degree

20.2% Doctorate Degree



# 2023 EXHIBITORS

# THANK YOU!

African American Policy Forum

African American Diabetes  
Association, Inc.

Afro-American Newspaper

AJA (Aluminum Jewelry Art)

Albertson - Safeway

Alliance for Learning Innovation

AMAZON - Black Business  
Accelerator Zone

AmeriCorps

Anne's Beautiful Creations

Another Phase

Apple, Inc

Atlanta Life Insurance Company

Avatar Tech

AXON

AZIZ Fashions

Baltimore Bag Company

Bens House of Music

Bespoke By Alex

BETAH Associates on behalf  
of the US Department of  
Health and Human Services,  
Office of Infectious Disease  
and HIV/AIDS Policy

Black Education Station

Black Lives Matter Grassroots

Black with No Chaser

Bodied by Patrice

Boris L. Henson Foundation

Campaign for Tobacco-Free Kids

Center for Responsible Lending

Centers for Medicare & Medicaid  
Services Office of Minority Health

Citizens Commission on  
Human Rights DC

Clark County School District

Coca-Cola

Community Safety Agenda

Consortium of African American  
Public Health Programs

Consumer Financial  
Protection Bureau

CSX

Delta Air Lines

Delta Research and  
Educational Foundation

DHS-OSDBU

Disney Destinations

DLACHAE

Doors to Africa

E & S Gallery

ECMC Group

Elisabeth's Boutique

Epilepsy Foundation

Everytown For Gun Safety

Export-Import Bank of  
the United States

FACEBOOK / META

Federal Communication  
Commission

Federal Deposit Insurance  
Corporation

Fight Colorectal Cancer

Forevers Treasures

Gilead Sciences, Inc.

Google

Gregory Worsham Fine  
Art Photography

Harvard Kennedy School

Heart & Soul Magazine

House of Representatives,  
the Office of the Chief  
Administrative Officer

Ida's Ideas

In the Black

Islamic Relief USA

J Woolard's Ethnic Accessories

J&J Vision, LLC

Jerha Couture

Johnson & Johnson

Key Environmental Consulting

Knowledge Bridge Consulting Inc.

Lalinguere Inc.

Lil Ladys Apparel and Accessories

Loza Tam

Meharry Medical College

Merakisis

Miguel Wilson Collection

Mission 2 Change

Municipal Credit Union

MyGuardiandoc.com

NAMI

National Kidney Foundation  
National Labor Relations Board  
National Medical Association  
NCGA  
Need Nalia?  
NephCure  
NGP VAN  
NMA  
Obannon Studios  
Payne Fellowship Program  
PEN America  
Portsmouth Commonwealth's  
Attorney's Office  
Praise 104.1FM - WRPS (Urban One)  
Prestige Concepts Boutique  
PROPEL  
Puzzle Huddle  
R. Rashad Studio  
Shantell's Natural Hair  
Social Security Administration  
SOMATUS  
Southern Environmental  
Law Center  
Southern Poverty Law Center  
SPA Orthodontics  
ST J Style, Inc.  
TD Bank  
Tekle Mihret Ethnic Jewelry  
The African Outlets LLC  
The Clean Slate Initiative  
The King McNeal Collection  
These Eyes Of Mines  
By June Mines  
TIK TOK  
Treasur's Secret  
Exchange Boutique

Trendzio Jewelry  
Truth Initiative  
U.S. Census Bureau  
U.S. Department of Homeland  
Security | Office of the Chief  
Human Capital Officer (OCHCO)  
U.S. Department of Homeland  
Security | OSDBU  
U.S. Department of Justice  
Community Relations Service  
U.S. Department of Transportation—  
Maritime Administration  
U.S. Department of  
Transportation—OSDBU  
U.S. International Development  
Finance Corporation (DFC)  
U.S. Department of Veterans Affairs  
US Institute of Diplomacy  
and Human Rights  
US Virgin Islands  
USDA Food Safety and  
Inspection Service  
VERSE 9 Neckwear  
Veterans Enterprise Training &  
Services Group (VETS Group)  
Washington Informer Newspaper  
Watercolours Fine Art Gallery  
Wilbourn Sisters Designs  
Windsor Group, LLC  
WKYS 93.9 - Radio One (The FAM in  
The Morning, EZ Street, Angie Ange,  
Shorty Da Prince & Deja Perez)  
WMMJ Magic 102.3—  
Radio One (Home of Russ Parr  
Show / Donnie Simpson Show)  
Yvonne Exclusive Designs  
ZILLOW

## Thank You to Our 2023 Exhibiting Authors

Aaliyah Duah  
Andrew Beamon  
Avon Hart-Johnson  
Beloved Dillard  
Cheryl Woodruff Brooks  
Conrad Law  
Deborah Wright-Mosby  
Dionne Calhoun  
Dr. Pamela Gurley  
Eddie Hill  
Florence Champagne  
Greg Moore  
Jacqueline Banks  
Keith Wise  
Leah Angel Daniel  
Leah Frelinghuysen  
Leopole McLaughlin  
Marcus Hill  
Michael Thompson  
Neosho Ponder  
Reginald Vance  
Dr. Renee Tengella  
Sharon Parker  
Tamera Wells-Lee  
Tapiwa Dzingai  
Tiah McKinney  
Tiffany Clark  
Tunita James  
Tyreese McAllister  
Wm. Jahmal Miller

**THE NEIGHBORHOOD: EXHIBIT SHOWCASE | 53rd Annual Legislative Conference**

September 11–15, 2024 • Walter E. Washington Convention Center—Washington, DC  
 Exhibit Showcase: September 11–13 | **Wednesday** 11:30 a.m.–7:00 p.m. | **Thursday** 9:00 a.m.–6:00 p.m. | **Friday** 9:00 a.m.–6:00 p.m.

|  |       |  |  |
|--|-------|--|--|
| Company Name: <i>(As you would like it to appear on Conference material)</i>                                   |       |  |  |
| Primary Contact's Email Address:   |       | First Time Exhibitor: <input type="checkbox"/> yes <input type="checkbox"/> no |  |
| Address:   |       | City, State, Zip:  |  |
| Office:  | Cell: | Website:   |  |
| Primary Contact's Name: <b>(The primary contact listed will receive all exhibitor communication from CBCF)</b> |       |  |  |

| BUSINESS CATEGORY                  | EXHIBIT SPACE RATES  | BOOTH SIZE | EXHIBIT FEE |
|------------------------------------|--|------------|-------------|
| <b>CORPORATE</b>                   | Tier 1: \$29.50 sq. ft. <input type="checkbox"/> <b>10x10</b> (\$2,950)<br>Tier 1: \$27.00 sq. ft. <input type="checkbox"/> <b>10x20</b> (\$5,400) <input type="checkbox"/> <b>10x30</b> (\$8,100)   |            |             |
|                                    | Tier 2 (Island Booths): \$26.00 sq. ft. <input type="checkbox"/> <b>20x20</b> \$10,400 <input type="checkbox"/> <b>20x30</b> \$15,600 <input type="checkbox"/> <b>30x30</b> \$23,400<br><input type="checkbox"/> <b>30x40</b> \$31,200 <input type="checkbox"/> <b>40x40</b> \$41,600 <input type="checkbox"/> <b>40x50</b> \$52,000 <input type="checkbox"/> <b>50x50</b> \$65,000  |            |             |
| <b>GOVERNMENT</b>                  | \$22.00 sq. ft. <input type="checkbox"/> <b>10x10</b> (\$2,200) <input type="checkbox"/> <b>10x20</b> (\$4,400) <input type="checkbox"/> <b>10x30</b> (\$6,600) <input type="checkbox"/> <b>20x20</b> (\$8,800) <input type="checkbox"/> <b>20x30</b> (\$13,200)   |            |             |
| <b>MARKETPLACE</b>                 | \$12.00 sq. ft. <input type="checkbox"/> <b>10x10</b> (\$1,200) <input type="checkbox"/> <b>10x20</b> (\$2,400) <input type="checkbox"/> <b>10x30</b> (\$3,600) <input type="checkbox"/> <b>20x20</b> (\$4,800) <input type="checkbox"/> <b>20x30</b> (\$7,200)<br>Selling of merchandise is <b>ONLY</b> permitted in Marketplace  |            |             |
| <b>NON-PROFIT / SMALL BUSINESS</b> | \$11.00 sq. ft. <input type="checkbox"/> <b>10x10</b> (\$1,100) <input type="checkbox"/> <b>10x20</b> (\$2,200) <input type="checkbox"/> <b>10x30</b> \$3,300 <input type="checkbox"/> <b>20x20</b> (\$4,400) <input type="checkbox"/> <b>20x30</b> (\$6,600)<br><b>Small Business:</b> Organization grossing less than \$500,000 annually and <b>not</b> selling merchandise.<br><b>Non-Profit:</b> Include a copy of IRS 501(c) (3) Determination Letter |            |             |
| <b>AUTHOR</b>                      | \$150 (1) Hi-Boy Table for Book Signings & Book Sales -or- 10 x 10 Booth (\$900)<br>Authors will sell directly to attendees and retain 100% of the proceeds from all of their book sales   |            |             |

| EXHIBIT PRODUCT CATEGORIES   | Author Showcase | Business & Enterprise | Government | Health & Wellness | Marketplace | Professional Job Fair |
|--|-----------------|-----------------------|------------|-------------------|-------------|-----------------------|
| This category will be used to determine your exhibit location (pavilion) and your 2024 exhibit space priority selection process.<br>Indicate the <b>ONE (1)</b> category that represents 60% of your exhibit product or service you will be showing in your exhibit. |                 |                       |            |                   |             |                       |

**Exhibitor Fees:** Should a display require access to WCC loading dock (load in/out), electrical, phone, or Internet access it is understood all expenses is the sole responsibility of the exhibiting company to make the appropriate arrangements. (See: [Exhibitor Kit released after contract is accepted and booth assignment!](#))

| EXHIBIT SPACE PAYMENT INFORMATION  | FINAL PRICING Please list your final exhibit total:  |                    |    |                    |    |                  |    |
|--|--|--------------------|----|--------------------|----|------------------|----|
| <input type="checkbox"/> <b>PRODUCT / SERVICE:</b> Please provide a description of product or service:<br><br><input type="checkbox"/> <b>PRIME LOCATION SURCHARGE:</b> Upgrade - Corner Booth, facing large booth, aisles (Add 10% per 10'x10' corner booth)<br><input type="checkbox"/> <b>MARKETPLACE VENDORS ONLY:</b> Saturday Exhibit (Keep booth in place for Saturday AM Events)   |  |                    |    |                    |    |                  |    |
| <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Check or Money Order<br>Card #: _____<br>Expiration Date: _____/_____<br>CVV Code: _____<br>Name as it appears on Card: _____<br>Mail Check Payments Payable To:<br>Congressional Black Caucus Foundation, Inc.<br>Attn: 2024 Exhibit Showcase<br>1225 I Street, NW<br>Washington, DC 20036 | <table border="1"> <tr> <td>Sub-total Booth(s)</td> <td>\$</td> </tr> <tr> <td>Location Surcharge</td> <td>\$</td> </tr> <tr> <td><b>TOTAL DUE</b></td> <td>\$</td> </tr> </table> | Sub-total Booth(s) | \$ | Location Surcharge | \$ | <b>TOTAL DUE</b> | \$ |
| Sub-total Booth(s)   | \$   |                    |    |                    |    |                  |    |
| Location Surcharge   | \$   |                    |    |                    |    |                  |    |
| <b>TOTAL DUE</b>   | \$   |                    |    |                    |    |                  |    |
| CBCF Inc. reserves the right to charge correct amount due if listed incorrectly in "TOTAL DUE" column  |  |                    |    |                    |    |                  |    |

**ACCEPTANCE OF TERMS/PAYMENT INFORMATION** I have read and agree to [CBCF Contract Rules and Regulations](#). CBCF will not accept contracts without full payment. Exhibit booth fees are tax-deductible to the extent allowed by law. I agree that space assigned will be acceptable, unless I contact CBCF within 3 days of notice of assignment to make other arrangements. I agree to the payment conditions and schedule. Please allow 5-7 days processing time. Booth Assignments will begin **July 22, 2024**.

**CANCELLATION POLICY** **August 1, 2024**, is the last day to cancel exhibit space and receive a refund less \$50 administrative processing fee. CBCF will issue refunds within 30 days of the conclusion of ALC. Cancellations after 5:00 PM EST on **August 1, 2024**, will be processed without refund. Cancellations will only be accepted in writing. **NO EXCEPTIONS!** Phone and faxed cancellation requests cannot be accepted.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# EXHIBITOR TERMS and CONDITIONS

As of April 2024

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 **53rd Annual Legislative Conference, September 11 – 15, 2024**, 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

### EXHIBITOR MOVE-IN

|                         |   |
|-------------------------|---|
| Monday, September 9     | 1:00 PM to 5:00 PM <i>(By appointment only)</i> |
| Tuesday, September 10   | 9:00 AM to 7:00 PM                              |
| Wednesday, September 11 | 7:00 AM to 9:30 AM                              |

### SHOW HOURS

|                         |   |
|-------------------------|---|
| Wednesday, September 11 | 11:30 AM to 7:00 PM                                   |
| Thursday, September 12  | 9:00 AM to 6:00 PM                                    |
| Friday, September 13    | 9:00 AM to 6:00 PM                                    |
| Saturday, September 14  | 9:00 AM to 1:00 PM <i>(Marketplace Vendors Only!)</i> |

### EXHIBITOR MOVE-OUT

|                        |  |
|------------------------|--|
| Friday, September 13   | 6:01 PM to 9:00 PM –Dismantle/Move-Out   |
| Saturday, September 14 | 1:01 PM to 3:00 PM –Dismantle/Move-Out <i>(Saturday - Marketplace Vendors)</i>               |
| Sunday, September 15   | 9:00 AM to 1:00 PM –Dismantle/Move-Out <i>(Saturday - Awards Dinner Sponsor Activations)</i> |

The Exhibitor Service Desk in Exhibit Hall D will be open **during move-in** for set-up. All shipping crates must be removed from the aisle and all booths must be show ready by **10:00 a.m.** on **Wednesday, September 11, 2024**.

Exhibit space not occupied by **9:00 a.m.** on **Wednesday, September 11, 2024**, will be deemed cancelled and will be reassigned by CBCF to another exhibitor without refund of the rental paid - **unless** Wednesday set-up is scheduled with CBCF Exhibit Manager. The Exhibitor expressly agrees not to dismantle the exhibit or to do any packing before the final closing of the exhibits, unless authorized by CBCF Exhibit Manager. Absolutely **No** move-out shall take place during showcase hours.

Breakdown may begin at **6:01 p.m., Friday, September 15, 2024**, and must be completed **by 10:00 p.m.** The 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, carpet 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 (2) two exhibit / standard badges per 100sq. ft. (10x10)**—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.
- 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. **NO EXCEPTIONS!!!!** 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](mailto:VFore@CBCFinc.org)

- 7. ASSIGNMENTS OF SPACE**— 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 Priority System Deadline **July 1** will be assigned exhibit space based on priority point rankings. After the 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. Booth Assignments will begin **July 22**.
- 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, Freeman, 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, Freeman 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. EXHIBIT REQUIREMENTS AND RESTRICTIONS**

- 10.1 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](http://www.cbcfinc.org), then selecting ALC Exhibit Showcase.
- 10.2 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](http://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.
- 10.3 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.**
- 10.4 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.
- 10.5 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.
- 10.6 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.

- 10.7 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.
- 10.8 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.
- 10.9 Show Decorator & Unions**— Freeman 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](mailto:VFore@cbcfinc.org). Exhibitor shall abide by agreements made by, between and among CBCF, the Exhibit Facility, Freeman 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.
- 10.10 Labor & Drayage**—Skilled labor to assist exhibitors in erecting/dismantling and/or packing/unpacking exhibits as well as drayage will be handled by Freeman. 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.**
- 10.11 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 1, 2024. This written notification must include the contractor's certificate of insurance and should be sent to [VFore@CBCFinc.org](mailto:VFore@CBCFinc.org).** Notification to use an EAC and submission of Certificates of Insurance received after the **August 1, 2024** deadline will not be accepted by CBCF. See **Insurance** section below for requirements for insurance certificates.
- 10.12 Vehicles on Display—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 1, 2024** 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.
- 10.13 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.dconvention.com/> for full disclosure of the facility rules and regulations.

**10.14 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.

**10.15 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](http://www.usdoj.gov/crt/ada/infoline.htm).

## **11. LIABILITY**

**11.1** 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.

**11.2** 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.

**11.3** 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.**

**11.4** 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.

**12. 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. 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).

**13. 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.

**14. 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.**

**15. 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.

**16. 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.**



Congressional  
Black Caucus  
**Foundation**

[cbcfinc.org/alc](http://cbcfinc.org/alc)