



Future Business Leaders of America

# 2024 National Leadership Conference Orlando, Florida

## Contact Information

Company Name

Address

City State ZIP Code

Website

Primary Contact (Receives All Event Information)

Phone Email

*\*Critical information will be sent via email. Please ensure that your email address is accurate.*

## Exhibitor Information

FBLA Collegiate National Leadership Conference  
June 24-26, 2024

### Exhibit Space Includes

- One 6' draped table with two chairs & wastebasket
- Two complimentary conference registrations
- Company profile in event mobile app

## Policies

### Payment Policy:

Applications & payments are due by May 1, 2024.

### Cancellation Policy:

All sales are final. Cancellations are non-refundable.

### Terms & Conditions:

Exhibitors and Sponsors agree to comply with all show rules and regulations listed herein.

## Exhibit Investment

- FBLA Collegiate Exhibit: \$750
- Goosechase Scavenger Hunt: 1 (\$200); 3 (\$500)

Total Investment: \_\_\_\_\_

### Check

All check payments should be mailed to:  
FBLA Exhibits (c/o Mike Hyatt)  
12100 Sunset Hill Dr., Suite 200  
Reston, VA 20190

### Credit Card

- AMEX  VISA  MasterCard  Discover

Card Number

CVV Expiration Date ZIP Code

Name as It Appears on Card

Signature

## Execution of Agreement

*The undersigned hereby authorizes the Future Business Leaders of America, Inc. to reserve exhibit space and/or sponsorship for use by the named company/organization for the 2024 National Leadership Conference. The undersigned hereby agrees to abide by all event rules and regulations.*

Authorized Signature

Date

Printed Name

## Contact

Mike Hyatt, Development Manager  
703.860.0842 | mhyatt@fbla.org

# Event Rules & Regulations

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## Assignment of Exhibit Space

Assignments for the exhibit space floor plan will be made according to the date and time the application is received by FBLA. FBLA Middle School & High School NLC sponsors will receive a \$100 discount and space preference. The exhibit space floor plan is subject to change without notice. Therefore, all assignment of space and the right to reassign exhibit space is expressly reserved by FBLA. We will attempt to assign each FBLA exhibitor to their preferred location. Reservations for space will only be accepted upon receipt of the application form. The Collegiate NLC exhibit space layout and assignment will be determined by FBLA at a later date.

## Contract for Exhibit Space

The application for space and the full payment of rental charges together constitutes the entire contract between parties. Applications and payments are due by May 1, 2024. After that date, application for exhibit space will be accepted if space is available.

## Traffic Flow

Students running for national office will have campaign booths in the exhibit area. This major conference activity promotes additional traffic.

## FBLA Exhibitor Services

Furniture, labor, drayage, electrical outlets, and other furnishings will be available from the official decorator. Complete details will be forwarded to each exhibitor following confirmation and assignment of booth space. Setting up and dismantling may be arranged through the official contractor. A service desk will be maintained by the official decorator in the exhibit area during setup, move in, and dismantle.

## Hotel Accommodations/Registration

Exhibitors will be sent hotel reservation information with their exhibit confirmation.

## Conference Registration

The booth rental price includes 2 complimentary conference registrations. Additional name badges are \$100 and exhibitors are required to wear identification at all times. This covers all conference programs the exhibitor chooses to attend.

## Cancellation

All sales are final. Cancellations are non-refundable. In case the conference cannot be held, for any reason whatsoever, at the sole discretion of FBLA, this contract shall be considered void. The sole liability of FBLA is limited to a refund of the amount previously paid under the contract.

## Use of Exhibit Space

In the event the exhibitor fails to install its display within the time limit set for opening of the conference or fails to comply with any provisions of this contract concerning the use of display space, FBLA shall have the right to take possession, remove exhibitor's possessions from the space, and reassign any part thereof.

- All demonstrations and distribution of circulars and promotion materials must be confined to the limits of the exhibitor's booth.
- No exhibitor shall assign, sublet, or share the space assigned without the consent of FBLA.
- In the event the exhibitor engages in on-site sales transactions, the exhibitor will be responsible for complying with all federal, state, and local laws that may pertain to such sales.
- Exhibitors must display goods manufactured or handled by them in their regular course of business, unless otherwise approved by FBLA. T-shirts or sweatshirts may not be sold. All sales items must be in good taste.
- Exhibits that include the operation of musical equipment, radios, video equipment, public address systems, or any noisemaking machines must be operated so that the noise resulting therefrom will not annoy or disturb adjacent exhibitors or their patrons and must be approved by FBLA.
- Exhibitors are required to always keep their exhibit space neat and orderly.
- An attendant must be present for each display during the exhibit hours and must be in business attire.
- The FBLA NLC is a nonsmoking event. Smoking on the exhibit floor is strictly prohibited.
- Food service exhibitors may distribute food samples in the authorized exhibit space only, with convention center prior approval and procedures followed.

## Fire Protection

All display material must be flameproof and subject to inspection by the Fire Department. No flammable fluids or substances may be used or shown in booths.

## Sample Guidelines

Exhibitors may exhibit only merchandise that they normally serve or produce in the ordinary course of their business and may only distribute such quantities that are reasonable regarding the purpose of promoting the merchandise.

## Event Rules & Regulations, cont.



### Food

The Convention Center is the exclusive food and beverage provider within the convention center. No outside food or beverage may be brought into the convention center without written permission from the convention center. Additional fees may apply for any outside food and beverage that is approved and brought on-site. Additional handling fees will apply for any packages sent to the hotel as well. Exhibitors may generally dispense wrapped bite-size candy (items under 1oz.).

### Liability

The exhibitor shall be fully responsible for all claims, liabilities, losses, damages, or expenses relating to or to any person or any loss of or damage to any property owned by the convention center, its owners or managers that results from his/her exhibit. Exhibitor agrees to defend, indemnify, and hold harmless, the convention center, its owners, managers, officers or directors, agents, employees, subsidiaries, and affiliates from any damages or charges resulting in the exhibitor's use of the property. Exhibitor's liability insurance shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees, and business invites that arise from or out of exhibitor's occupancy and use of the exhibition premises, the convention center, or any part thereof. The exhibitor specifically agrees that it will exhibit in such a manner as not to cause injury to the public, visitors, guests, employees, or any other persons on the premises or any property exhibited thereon. The exhibitor agrees to indemnify and hold harmless FBLA, its officers, agents, and employees from any claim or claims of any nature whatsoever arising by reason of any damage sustained by any person, or to any property, upon said premises.

### Trademark/Service Mark Policy

FBLA has several trademarks and service marks registered with the United States Patent and Trademark Office. These marks are protected, and their use is restricted as follows: Commercial vendors are not permitted the use of FBLA trademarks, service marks, or trade names on any merchandise offered for sale or otherwise, without the explicit written permission of FBLA. For additional information, contact FBLA ([communications@fbla.org](mailto:communications@fbla.org)) and have ready to present a description of the product/item(s) to be sold and the trademarks/service marks intended to be used therewith.

Logos and Shields: Service Marks—Tomorrow's Business Leader, FBLA Advisers' Hotline, Tomorrow's Business Leader, PBL Advisers' Hotline, FBLA-Middle Level Advisers' Hotline, The Professional Edge. Trade Names—Future Business Leaders of America, or Future Business Leaders of America, Inc. These regulations become a part of the contract between the exhibitor and FBLA. All points not covered in the rules and regulations are subject to the decision of FBLA.

### Failure to Make Payment

If Exhibitor fails to make any scheduled payment for the exhibit space by the date specified FBLA reserves the right, at its sole option, to reject, eject, prohibit, or decline any sponsorship/advertisement/booth space in whole or in part, or any Exhibitor or its representatives from the FBLA Event. Under such circumstances, FBLA will have the absolute right to sell, utilize, or otherwise dispose of the exhibit space that had been reserved for Exhibitor, in any manner FBLA deems appropriate, with no liability or obligation whatsoever to Exhibitor. In event of cancellation due to Exhibitor's failure to make payment, FBLA will also be entitled to recover liquidated damages.

### Cancellation by Organizer

FBLA shall have the right to prohibit and/or decline with no obligation or liability to Exhibitor if FBLA determines, in its sole discretion, that it is not practicable to hold the FBLA event as scheduled, or that its ability to hold the FBLA event as scheduled is substantially impaired, for any reason beyond FBLA's reasonable control including, but not limited to, restraint of government; pandemic, epidemic or other widespread occurrence of infectious disease (including, but not limited to, COVID-19); Act of God; fire; flood; storm or threatened storm; earthquake; riot; strike; lockout; civil disturbance; actual or threatened terrorist attack; or act of war.

In event of such cancellation or if FBLA cancels the Event after it opens, Exhibitor hereby expressly waives all claims against FBLA of every kind or nature. Nonetheless, in the event of a cancellation, FBLA may, at its sole option, elect to provide Exhibitor with a full or partial refund of fees Exhibitor has paid to FBLA for exhibit space.

### Traffic

FBLA makes no representations or guarantees regarding the number of individuals attending the event or the number of visitors to a particular area of the virtual event platform. Sponsor/Advertiser understands and agrees that FBLA has no control over platform activity and hereby waives any and all claims for refund, discount, damages or any other relief related to the nature, quality or location of the exhibit(s).

### Subletting

Exhibitor agrees that the exhibit space purchased is intended for Exhibitor's sole use to promote only its goods or services. Exhibitor agrees that it will not share, assign, sublet, subdivide, apportion, or otherwise allow any persons, parties, or entities other than Exhibitor to use in any manner the exhibit space purchased.

## Event Rules & Regulations, cont.



### Copyright Infringement

Exhibitor is responsible for (a) securing all necessary intellectual property licenses, trademarks and copyrights for any products, performances, displays or other uses of copyrighted works or patented inventions; or (b) obtaining all consents necessary for the use of any name, likeness or signature, voice, or other impression, or other intellectual property owned by any third party that is used directly or indirectly by Exhibitor. Exhibitor represents and warrants that it has the legal right to use all intellectual property related in any way to its exhibit space.

Exhibitor agrees that FBLA is not responsible or liable for any claimed or recognized violations of the Exhibitor's intellectual property rights or proprietary claims, including any claims for trademark, copyright or patent infringement or any claims of counterfeiting or other violations of proprietary rights. Exhibitor further releases, waives and covenants not to sue, file or maintain any action in law or equity against FBLA and its respective members, officers, directors, agents, and employees, from all liability for any and all loss or damage or any claim for such violations of the Exhibitor's intellectual property rights or proprietary claims. Exhibitor further agrees to defend, indemnify, and hold harmless FBLA against any claims, damages, suits, or proceedings that may be brought against FBLA by a third party alleging that FBLA has violated the third party's intellectual property rights or has unlawfully obtained, used, or disclosed the third party's proprietary information.

### Sponsor/Advertiser Promotional Material

FBLA reserves the right to remove or require an Exhibitor to remove any advertising or promotional material that, in FBLA's sole judgment, is inappropriate, inaccurate, or offensive, or fails to comply with these rules and regulations.

### Amendment to Rules & Regulations

Any and all matters or questions not specifically covered by these Terms will be negotiated by the parties. If the parties cannot agree, FBLA will have final authority, in the exercise of sound and reasonable care and discretion, to decide the matter. Any amendments to this agreement must be negotiated and agreed to by the parties and signed at least by the party against whom enforcement is sought.

### FBLA Brand & Logo Usage Guidance

Commercial vendors are not permitted to use FBLA trademarks, service marks, or trade names on any merchandise offered for sale or otherwise, unless vendor has been specifically granted a license by the FBLA National Center. For logo use permission, email [communications@fbla.org](mailto:communications@fbla.org).

For more information, visit [bit.ly/FBLABrandGuidelines](https://bit.ly/FBLABrandGuidelines).

