NCSS
103rd Annual Conference
December 1–3, 2023
Nashville, TN
Exhibit with NCSS

Meet Us in the Music City!

National Council for the Social Studies (NCSS) invites you to exhibit at our 103rd Annual Conference. The Conference provides a chance for exhibiting organizations to meet thousands of social studies educators, leaders, and other decision-makers as they come to learn, gather ideas, and shop.

Exhibit Booth Fees

<table>
<thead>
<tr>
<th>Booth Type</th>
<th>For Profit Companies</th>
<th>Non-Profit Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’ Section A</td>
<td>$2,200</td>
<td>$1,800</td>
</tr>
<tr>
<td>10’ x 10’ Section B</td>
<td>$1,950</td>
<td>$1,500</td>
</tr>
<tr>
<td>10’ x 10’ Section C</td>
<td>$1,500</td>
<td>$1,100</td>
</tr>
<tr>
<td>Tabletop Exhibit</td>
<td>$700</td>
<td>$700</td>
</tr>
</tbody>
</table>

INCLUDED WITH YOUR EXHIBITOR BOOTH:

- Two complimentary registrations per booth, providing full access to all sessions and functions
- Enhanced listing in the 2023 Conference App
- Back drape (8’), side rails (3’) and one company identification sign (7” x 44”)
- Access to exhibitor lounge with complimentary beverage service during select setup and show hours
- Opportunity to present an in-person session as part of the exhibitor session track (limited to exhibitors only)
- Sponsorship and discounted advertising opportunities
- 24-hour exhibit hall security
- Opportunities to purchase attendee mailing lists for pre-and post-Conference marketing

ITEMS NOT INCLUDED IN EXHIBITOR BOOTH FEE:

- Floor covering
- Furniture
- Electricity
- AV Equipment
- Material Handling
- Shipping and drayage

Who Attends?

3,500+
Teachers, Administrators, Social Studies Specialists, Curriculum Supervisors, Teacher Educators, and much more!

Who Exhibits?

- Publishing companies
- Software, hardware and technology companies
- Classroom and curriculum resource suppliers
- Professional development providers
- Educational travel companies
- Youth activity programs
- Educational game companies
- U.S. Government programs/services
NCSS Exhibit Hall

Music City Center
Exhibit Hall B
201 Rep. John Lewis Way S
Nashville, TN 37203

Exhibitor Hours

Move-in
Thursday, November 30 8:00 AM–6:00 PM

Show Hours
Friday, December 1 9:00 AM–5:30 PM
Saturday, December 2 8:00 AM–4:00 PM

Dedicated Exhibit Hours
Friday, December 1 11:45 AM-12:40 PM
Saturday, December 2 8:00 AM-9:00 AM
12:20 PM-1:15 PM

Move-out
Saturday, December 2 4:15 PM–11:59 PM

Exhibitor Show Guide

Furniture rental, electricity, AV equipment, material handling, labor, shipping, drayage, and other services may be purchased through Freeman, the official exhibit services contractor for the Conference. The Exhibitor Show Guide will be available in late August 2023.

Shipping Information

Advance shipments will be accepted beginning in late October at the Freeman advance shipping warehouse.

Warehouse shipping address:
Exhibiting Company Name/Booth #
103rd NCSS Annual Conference 2023
c/o Freeman
1701 Lebanon Pike Circle
Nashville, TN 37210

Shipments will be accepted at the Music City Center beginning on Wednesday, November 29.

Show Site Shipping Address:
Exhibiting Company Name/Booth #/Hall B
103rd NCSS Annual Conference 2023
c/o Freeman Music City Center
700 Korean Veterans Blvd.
Nashville, TN 37203

To drop off materials at the Music City Center during move-in, use the freight entrance at 700 Korean Veterans Blvd.
The NCSS Sponsorship Program combines maximum visibility with the flexibility of customizing your Annual Conference marketing plan. Pick a sponsor level and choose your sponsorship options in the following pages.

<table>
<thead>
<tr>
<th>Sponsor Benefits</th>
<th>PARTNER $25,000+</th>
<th>PREMIER $10,000-$24,999</th>
<th>FRIEND $5,000-$9,999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complimentary Annual Conference Registrations</td>
<td>Five</td>
<td>Four</td>
<td>Three</td>
</tr>
<tr>
<td>Pre- and/or Post-Conference Attendee Mailing List</td>
<td>Pre &amp; Post</td>
<td>Pre &amp; Post</td>
<td>Post Only</td>
</tr>
<tr>
<td>Logo Recognition on Conference Website</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Recognition in Annual Conference Program</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Recognition in Annual Conference Mobile App</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Recognition in Annual Conference Issue of Social Education</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Recognition in Annual Conference Website</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Ad in the Annual Conference Issue of Social Education</td>
<td>Full Page</td>
<td>Half Page</td>
<td></td>
</tr>
<tr>
<td>Annual Conference Exhibitor Sessions</td>
<td>Two</td>
<td>One</td>
<td></td>
</tr>
<tr>
<td>Exclusive Sponsored Ad in TSSP E-newsletter</td>
<td>✓</td>
<td></td>
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<tr>
<td>Dedicated Sponsored E-blast to Conference Attendees</td>
<td>✓</td>
<td></td>
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<tr>
<td>Priority Sponsorship and Advertising Selection</td>
<td>✓</td>
<td></td>
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</table>
NCSS 103rd Annual Conference
December 1–3, 2023
Music City Center - Nashville, TN

Sponsorships

Livestream
Exclusive Sponsorship | $95,000
Main Ballroom | $30,000
Meeting Room | $35,000
House of Delegates | $20,000
Mobile Support | $15,000

NCSS 2023 offers a virtual participation option for attendees via Livestream. Main Ballroom includes all keynote and featured speakers. Meeting Room livestreams all of the breakout sessions offered in a designated room. House of Delegates includes the full 3-hour annual business meeting. Boost your branding as an innovator and reach attendees connecting to the conference from across the country in real time. Sponsors can select individual or all Livestream events.

Registration Kiosk
$15,000
Every NCSS attendee will pass through the registration area to print a name badge. Be the exclusive sponsor of the 12 kiosks, with your artwork wrapped around them and your message on the home screen of every registration station. Includes one tote bag insert.

Executive Director’s Reception
$12,000
NCSS Executive Director Lawrence Paska hosts a reception on Friday, December 1 to thank all NCSS donors, program sponsors, and coalition partners for a successful 2023 year. During this reception, Dr. Paska will announce the re-launch of the Fund for the Advancement of Social Studies Education (FASSE), the new home for all NCSS recognition programs, scholarships, and grants. Invited guests include NCSS Board of Directors, sponsorship supporters, and coalition leaders. Sponsorship includes signage, recognition, up to eight invited representatives, and the chance to make brief remarks at the beginning of the presentation.

Conference Name Badge Holders and Lanyards
$20,000
Be the exclusive sponsor of attendee name badges and lanyards. Your name and logo repeating on the lanyard, your logo on the front side of the name badge, and exclusive use of the 4” x 3” area on the back side. Includes one tote bag insert.

Opening Ceremony
$15,000
The 103rd NCSS Annual Conference begins with an opening ceremony open to all conference registrants, featuring NCSS President Wesley Hedgepeth’s address on the current state of social studies and a panel discussion on the 10th anniversary of the C3 Framework. You receive recognition early in the ceremony, the opportunity to place materials on every chair, and the chance for a representative to make brief remarks from the stage as the exclusive sponsor. Sponsorship also includes continental breakfast for attendees.

Saturday Exhibit Hall Breakfast
$10,000
Sponsor the continental breakfast that will drive them to the Exhibit Hall. Attendees will have 60-minutes of dedicated Exhibit Hall time on Saturday morning, December 2, 8:00-9:00 AM. Sponsor receives sign recognition and placement of the food station near their exhibit booth.

Exhibit Hall Break
$8,500
Enhance the attendee experience by sponsoring the beverage and snack that draws them to your booth. Friday will include with a dedicated Exhibit Hall hour from 5:00-6:00 PM. Sponsor receives sign recognition and placement of the food station near their exhibit booth.

Executive Director’s Reception
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NCSS Executive Director Lawrence Paska hosts a reception on Friday, December 1 to thank all NCSS donors, program sponsors, and coalition partners for a successful 2023 year. During this reception, Dr. Paska will announce the re-launch of the Fund for the Advancement of Social Studies Education (FASSE), the new home for all NCSS recognition programs, scholarships, and grants. Invited guests include NCSS Board of Directors, sponsorship supporters, and coalition leaders. Sponsorship includes signage, recognition, up to eight invited representatives, and the chance to make brief remarks at the beginning of the presentation.

President’s Reception
$12,000
NCSS President Wesley Hedgepeth hosts a reception on Thursday evening, November 30, to honor all first-time NCSS Annual Conference attendees, including recipients of a prestigious NCSS First-Timer Scholarship and scholarship donors. During this reception, President Hedgepeth will share strategies for how to make the most of the NCSS Annual Conference experience, how to seek a mentor or supporter, and how to volunteer to become active in NCSS leadership and service. Sponsorship includes signage, recognition, up to eight invited representatives, and the chance to make brief remarks at the beginning of the presentation.

Includes signage, recognition, up to eight invited representatives, and the chance to make brief remarks at the beginning of the presentation.

NCSS 103rd Annual Conference
December 1–3, 2023
Music City Center - Nashville, TN
Sponsorships

Banners
30’x10’ | $7,500
15’x4’ | $6,000
8’x4 | $5,000
Position your message along the primary walkway of the Music City Center. The 30’x10’ banner provides a prime position visible as attendees pass through the Grand Hall. The 15’x4’ banner hangs along the 200 level vaulted ceiling, in close proximity to NCSS meeting rooms and registration. The 8’x4’ banner flanks the escalator up to the Grand Ballroom. Sponsorship includes production cost.

Promotional Flyer
$6,000
Your promotional flyer will be one of just a few items placed in all attendee tote bags. Printing and shipping expenses not included.

2023 NCSS Awards and Celebration: Honoring Excellence
$6,000
NCSS proudly presents a celebration of NCSS award winners to honor education excellence in 2023 on Saturday, December 2. Join us for recognition of the Outstanding Teachers of the Year, Research and Distinguished Service awards, and more. Sponsorship includes signage, recognition, up to eight invited representatives, and the chance to make brief remarks at the beginning of the presentation.

Board of Directors’ Reception and Dinner (for members of the NCSS Board of Directors and invited guests)
$6,000
The NCSS Board of Directors holds a business meeting and dinner reception for its members and special guests on Wednesday evening, November 29. Sponsor a pre-meeting appetizer reception and dinner for up to 25 people (members of the Board, staff managers, and special guests). Sponsorship includes a meet-and-greet with the Board and chance to discuss current initiatives with them.

Mobile App
Exclusive Sponsorship | $5,000
Push Notification | $1,000
The NCSS 2023 mobile app gets you unmatched visibility. Attendees use the app to navigate all NCSS 2023 happenings—exhibitor listings, education sessions, speakers, networking events, and more. Sponsor will have a logo on the home page of the app.

Free-Standing Wraps
$5,000
Your column wrap outside Exhibit Hall F or in the NCSS Registration area provides the greatest visibility and highest brand impact to attendees.

Registration Website
$5,000
Your logo and message appearing on every page as prospective attendees progress through the online registration process. Capture attention even before registrants arrive in Nashville.

67th Annual House of Delegates Assembly
$5,000
The House of Delegates Assembly is the annual business meeting of NCSS. During this Assembly, on Friday, December 1, over 100 delegates representing Affiliated Councils, Associated Groups, Special Interest Communities, and the Board of Directors convene to hear the state of the council, debate and approve resolutions, and address NCSS’ strategic priorities for the year. Sponsorship includes signage, and the chance to make brief remarks at the beginning of the presentation.

Four-Sided Directional Sign
$1,200
Two locations available. Your organization’s logo and message at the base of a four-sided directional sign, placed in a prominent area. Give your brand high visibility.
Additional Opportunities

**EXHIBITOR SESSIONS**
*Deadline: September 26, 2023*
Take this opportunity to showcase your products and services in a quieter environment off the show floor. Reach current and potential customers with in-depth information or hands-on instruction in a guaranteed session. These sixty-minute sessions are available on December 2 and 3. Don’t delay, space will sell out. Only $1,000/session ($500 for non-profit organizations).

**CONFERENCE PROGRAM**
*Space: October 1, 2023  |  Artwork: October 15, 2023*
The Conference Program and Exhibit Guide is distributed to all attendees in Nashville. Advertising in the Program is the best way to ensure maximum exposure for your products and services, and to build booth traffic. The Program is the official guide to the Conference.

Trim: 8.125” x 10.875”  |  Bleed: 8.375” x 11”  |  High-resolution PDFs only. Submit artwork and production questions to Richard Palmer at rpalmer@ncss.org.

**Program Ad Sizes**

<table>
<thead>
<tr>
<th>4-color</th>
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</thead>
<tbody>
<tr>
<td>Cover 4</td>
</tr>
<tr>
<td>Cover 2 or 3</td>
</tr>
<tr>
<td>Tab Dividers</td>
</tr>
<tr>
<td>Full Page</td>
</tr>
<tr>
<td>1/2 Page (7.25” x 4.75”)</td>
</tr>
<tr>
<td>Tear-out Coupons (5.75” x 3.21”)</td>
</tr>
</tbody>
</table>
Increase Your Exposure with NCSS Advertising

SOCIAL EDUCATION
Space: October 19, 2023 | Artwork: October 26, 2023
Social Education is our flagship and peer-reviewed journal. The November/December issue will have bonus distribution on-site at the event. Don’t miss this incredible opportunity for additional exposure.

SOCIAL STUDIES AND THE YOUNG LEARNER
Space: October 19, 2023 | Artwork: October 26, 2023
If you’re looking to target social studies educators who teach at the elementary level, be sure to promote your booth, products and services in our quarterly journal, SSYL. Every issue is mailed to more than 2,800 member subscribers. Like Social Education, and the November/December issue will have bonus distribution at the Annual Conference.

THE SOCIAL STUDIES PROFESSIONAL ENNEWSLETTER
Limited Availability
Reach member subscribers when you advertise in TSSP, our official twice-monthly enewsletter. The banner and sponsored content ad placements are perfect opportunities to drive traffic and promote your booth presence. Rates start at just $800. Call today to reserve the issues leading up to the Annual Conference.

Visit socialstudies.org/advertising for more information.
NCSS 103rd Annual Conference
Nashville, TN, December 1-3, 2023

A. ORGANIZATION INFORMATION

Organization Name

Address

City/State/Zip

Telephone

Web Address

B. SPONSOR COORDINATOR

Contact Person

Company

Address

City/State/Zip

Telephone

Email

C. SELECT A SPONSORSHIP

☐ Livestream
  ☐ Exclusive Sponsorship   $95,000
  ☐ Main Ballroom           $30,000
  ☐ Meeting Room            $35,000
  ☐ House of Delegates      $20,000
  ☐ Mobile Support          $15,000

☐ Conference Name Badge Holders and Landyards $20,000

☐ Opening Ceremony          $15,000

☐ Registration Kiosk       $15,000

☐ Executive Director’s Reception $12,000

☐ President’s Reception     $12,000

☐ Saturday Exhibit Hall Breakfast $10,000

☐ Exhibit Hall Break $8,500

☐ Banners
  ☐ 10’x30’ $7,500
  ☐ 15’x4’ $6,000
  ☐ 8’x4’ $5,000

☐ Promotional Flyer $6,000

☐ 2023 NCSS Awards and Celebration $6,000

☐ Board of Directors’ Reception and Dinner $6,000

☐ Mobile App exclusive | $5,000
  notification | $1,000

☐ Registration Website $5,000

☐ Free-Standing Wraps $5,000

☐ Registration Website $5,000

☐ 67th Annual House of Delegates Assembly $5,000

☐ Four-Sided Directional Sign $1,200

☐ Four-Sided Directional Sign $1,200

☐ Other: ________________________________

Program Ad Sizes 4-color

☐ Cover 2 or 3 $2,500

☐ Tab Dividers $2,700

☐ Full Page $2,000

☐ 1/2 Page (7.25” x 4.75”) $1,450

☐ Tear-out Coupons (5.75” x 3.21”) One: $450
  Two or more: $375 each

Total Spend:

D. SELECT SPONSORSHIP LEVEL (IF APPLICABLE)

☐ Partner $25,000+

☐ Premier $10,000-$24,999

☐ Friend $5,000-$9,999

E. PAYMENT INFORMATION

An invoice will be provided after contract is received. If paying by check, make payable to NCSS in U.S. funds and mail to: NCSS, P.O. Box 79078, Baltimore, MD 21279-0078. Payment must be paid in full before the event.

PLEASE EMAIL: mabejadevitto@smithbucklin.com
OR SEND THIS COMPLETED FORM TO:
NCSS – c/o Smithbucklin
200 K Street, NW, Suite #300, Washington, DC 20006
Phone: (312)673-5483
SPONSOR AGREEMENT AND CONTRACT
NCSS 103rd Annual Conference
Nashville, TN, December 1-3, 2023

E. AGREEMENT

This Sponsorship Agreement (the “Agreement”) is entered into effective as of the date set forth on the signature page hereeto (the “Effective Date”) by and between NCSS, a charitable, educational, and scientific organization which is tax exempt under Section 501(c)(3) of the Internal Revenue Code, and the sponsor set forth on the signature page hereeto (“Sponsor”). In consideration of the mutual covenants contained herein and for other good and valuable consideration the parties hereby agree to the terms and conditions below.

F. NCSS SPONSORSHIP TERMS AND CONDITIONS

• No refunds are provided for sponsorships.
• NCSS reserves the right to cancel sponsored item or event. In such a case, the full sponsorship fee will be returned to the sponsor.
• Sponsorships are based on a first come status.
• NCSS shall not be responsible for a failure of performance of this agreement due to an Act of God, war, disaster, strikes, civil disorder, or any other emergencies. NCSS also does not guarantee attendance by meeting participants.
• Confidential Information. Both parties acknowledge that their employees and agents may be exposed to certain information related to the other party and its activities that may be considered confidential information, including but not limited to financial information, trade secrets, and membership lists. The parties, on behalf of themselves and their respective agents and employees, agree not to use or disclose, or to cause to be used or disclosed, at any time during or after the effective term of this Agreement, any confidential information of the other party, except as may be authorized under this Agreement or in writing by the other party.
• Independence. The parties agree that they are independent and that this Agreement is not intended to create any partnership, joint venture, or agency relationship of any kind. Both parties agree not to contract any obligations in the name of the other or to use each other’s credit in conducting any activities under this Agreement.
• Indemnification. Sponsor agrees to indemnify and hold harmless NCSS, its officers, directors, employees, and agents, for any and all claims, losses, damages, liabilities, judgments, or settlements, including reasonable attorneys’ fees, costs (including costs associated with any official investigations or inquiries) and other expenses, incurred on account of Sponsor’s acts or omissions in connection with the performance of this Agreement or breach of this Agreement or with respect to the manufacture, marketing, sale, or dissemination of any of Sponsor’s products or services. NCSS shall have no liability to Sponsor with respect to its participation in this Agreement, except for intentional or willful acts of the NCSS or its employees or agents. The rights and responsibilities established in this section shall survive indefinitely beyond the term of this Agreement.
• Waiver. Either party’s waiver of, or failure to exercise, any right provided for in this Agreement shall not be deemed a waiver of any further or future right under this Agreement.
• Assignment. Neither party may assign its rights or responsibilities under this Agreement without the written consent of the other party.
• Successors and Assigns. This Agreement shall be binding on the parties, and on their successors and assigns, without regard to whether it is expressly acknowledged in any instrument of succession or assignment.
• Governing Law. This Agreement shall be governed by the laws of the state of Maryland, without regard to the choice of law rules that may otherwise apply.
• Notices. Unless otherwise specified, notices required by this Agreement shall be in writing and shall be delivered either by personal delivery, or express mail. All notices and other written communications under this Agreement shall be addressed as set forth on the signature page.

Signature of Acceptance

Date

NCSS Approval

Date

[Signature]
[Signature]
NCSS EXHIBIT APPLICATION AND CONTRACT
103rd Annual Conference
Nashville, TN | December 1–3, 2023

ORGANIZATION INFORMATION
(This information will appear in the Conference Program)

Organization Name

Address

City State Zip

Web address

COMPANY DESCRIPTION: Please attach a brief description (50 words or fewer) of the products and services to be exhibited. This description will appear in the Conference Program.

EXHIBIT COORDINATOR AND BILLING/PAYMENT INFORMATION
Exhibit Coordinator

☐ check here if information is same as above

Company

Address

City State Zip

Telephone Fax

e-mail

PAYMENT METHOD
☐ Check #

Checks should be made payable to NCSS in U.S. funds. Mail to:
NCSS Exhibits, P.O. Box 79078, Baltimore, MD 21279-0078

BOOTH INFORMATION

For Profit Companies

Non-Profit Organizations

No. of booths:

Section A $2200 $1800

Section B $1950 $1500

Section C $1500 $1100

Tabletop Exhibit

(Table row only)

☐ $700

☐ $700

☐ Check here if your organization is a recognized non-profit. If you have not exhibited at NCSS before, please provide proof of non-profit status.

Booth preference

Please list booth numbers in order of preference. NCSS will attempt to fulfill your preference. Please note that you are not guaranteed this choice. You will receive confirmation of booth assignment by e-mail.

1 2 3

4 5 6

Number of booths & total cost

Number of booths requested:

Price per booth: $5

TOTAL:

Deposit information

Booth space can be reserved with a nonrefundable minimum 50% deposit if submitted by June 30, 2023. Full payment is due if submitted on or after July 1, 2023. Failure to make payment in full by September 29, 2023 will subject exhibitor to cancellation of contract and forfeiture of deposit.

Agreement

National Council for the Social Studies is hereby authorized to reserve space for my/our exhibit at the 103rd NCSS Annual Conference to be held at the Music City Center, Nashville TN, Exhibit Hall B. Exhibit dates are December 1–2, 2023. I have read and agree to comply with the exhibit regulations provided with this application and contract.

Signature of authorized officer

Date

The NCSS exhibit manager may restrict, prohibit, or evict any exhibitor for any reason, including noncompliance with the rules and regulations, or whose exhibit, because of noise, method of operation, materials, or otherwise, may detract from the general character of the conference. NCSS reserves the right to assign booth space based upon the type of company or organization requesting space.

For more information, contact mabejadevito@smithbucklin.com

NCSS Annual Conference
Nashville | Dec 1–3, 2023
NCSS 103rd Annual Conference Official Exhibition Regulations

All exhibits and exhibitors are subject to the following regulations.

Exhibit criteria – Exhibiting firms will be limited to those providing services, products, or publications that meet the professional and practical needs of social studies educators. NCSS reserves the right to restrict and deny prospective exhibiting organizations, for any reasons. This reservation includes persons, things, conduct, printed matter or anything of a character which the management determines offensive to the NCSS membership. In the event of such restriction or violation, NCSS may evict the exhibit and will not be liable for any refunds of rental or other exhibit expense.

Assignments – Assignment of space is dependent on a number of criteria, including the order in which contracts are received, product type, and number of requested booths/tables. If none of an exhibitor’s choices is available, space that is most similar to that exhibitor’s choice in location, price, and competitive situation will be assigned. Applications will not be processed without the required deposit. Applications by telephone will not be accepted. No exhibitor will be permitted to erect a display until space rental is paid in full. NCSS reserves the right to alter exhibitor’s assigned location at any time at its sole discretion in the best interest of the exhibit.

Contract for space – This application for exhibit space and a minimum nonrefundable deposit of 50% if submitted by June 30, 2023, or full payment if submitted on or after July 1, 2023, together constitute a contract for the right to use the space. Upon execution of this contract, exhibitor cannot cancel more than 50% of booth space reserved. All balances due must be paid by September 29, 2023. The contracting exhibitor may forfeit any space not occupied by 6:00 p.m. CST Thursday, November 30, 2023, and such space may be sold, reassigned, or used by NCSS without refund of rental fee, unless prior arrangements for delayed occupancy have been made with NCSS.

Cancellations/ refunds – All notifications of cancellation must be made to NCSS in writing. No refunds will be given for money paid. Full payment is owed if canceling after August 31, 2023. Upon cancellation exhibitor loses all rights to space. NCSS reserves the right to reassign that space to another exhibitor, including relocating any exhibitor who cancels part of the initial agreement.

Exhibit set-up date – Exhibitors shall set up their exhibits on Thursday, November 30, 2023, from 8:00 a.m. to 7:00 p.m. CST, unless other arrangements have been approved by NCSS. It is the duty and responsibility of each exhibitor to install their exhibit before the opening of the exhibition and to dismantle the exhibit immediately after the close of the exhibition.

Exhibit dismantle date – Exhibitors shall dismantle their exhibit after 4:15 p.m. Saturday, December 2, 2023. Exhibits may not be dismantled or removed before 4:00 p.m. Saturday, December 2, 2023, and no later than 11:59 p.m. on Saturday, December 2, 2023. Failure to observe this rule will jeopardize the exhibitor’s space assignment and the right to exhibit at future NCSS exhibitions.

Staffing of booth – Exhibits must be open and staffed for business during hours when exhibit facility is open to attendees. Each exhibitor must wear an official exhibitor identification badge provided by NCSS.

Arrangement of exhibits – The standard equipment provided the exhibitor by NCSS will consist of an eight-foot cloth back wall and two three-foot side dividers. Displays may not be higher than eight feet in the back and four feet along the dividers and aisles. Display fixtures over four feet high must be confined to the back half of the booth so as not to interfere with the view of adjacent exhibits. No construction or built-up exhibit shall exceed the overall height of the back wall unless approved by NCSS.

Security – Exhibit management will provide necessary security personnel during the hours the exhibit area is closed. However, exhibitors are solely responsible for their own exhibit material and should insure against loss or damage.

Shipping and storage – The Music City Center will not accept direct shipment of any kind. All shipments of displays and product materials must be directed to the official drayage company. Shipping instructions will be included in the Exhibitor Service information available at www.freemanco.com in the late summer.

personnel assistance – All work involved with setting up and dismantling exhibits must be performed by authorized personnel. Instructions for ordering labor will be included in the Exhibitor Service information available at www.freemanco.com in the late summer.

Special regulations – (a) Reassignment or subletting of all or any part of booth/table space without approval from NCSS is prohibited. (b) Solicitation and distribution of printed advertising must be confined to booth space only. Aisles must be kept clear at all times. (c) Operation of any objectionable sound devices will not be allowed. (d) Nothing shall be posted on, or tacked, nailed, taped, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. (e) Distribution of helium-filled balloons or adhesive-backed stickers or decals is prohibited. (f) Food and beverage for distribution must be supplied and prepared by the designated catering company.

Sound restrictions – Sound-producing or amplifying devices that project sound must be tuned so as not to exceed 85db. NCSS reserves the right to determine at what point sound constitutes interference with other Exhibitors. Public address announcements are prohibited.

Liability – Exhibitor agrees to surrender the space occupied by it in the same condition as it existed at the start of occupation, absent normal wear and tear. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and hold National Council for the Social Studies and the Music City Center and their agents and employees (hereinafter collectively called Indemnities) forever harmless for any liability, claims or loss, including damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitor, those holding under the Exhibitor or by the negligence, but not the sole negligence, of NCSS. Further, the Exhibitor shall, at all times, protect, indemnify, save, and hold harmless the Indemnities against and from any and all losses, cost, damages, liability, or expenses (including attorney’s fees) arising from or out of or by reason of accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, or business invitees, which arise from or out of or by reason of said Exhibitor’s installation, removal, maintenance, occupancy, and use of the exhibition premises, the Music City Center or any part thereof. Exhibitor shall be fully responsible to pay for all damages to property owned by the Music City Center, its owners, or manager which results from any act of omission of the Exhibitor. In addition, Exhibitor acknowledges that neither the Music City Center nor any of the other Indemnities maintain insurance covering such losses by Exhibitor. Exhibitor hereby waives all claims that arise or may arise in its favor against any or all of the Indemnities for all loss or damage covered by Exhibitor’s valid and collectible insurance, regardless of whether such insurance is actually collected.

Insurance – Exhibitor agrees to procure and maintain adequate insurance coverage during the dates of the NCSS Annual Conference, including move-in and move-out days, name NCSS as additional insured, and be prepared to furnish a certificate(s) of insurance to NCSS if requested. Exhibitor bears the risk of loss due to the inadequacy or failure of any insurance or any insurer; including any insurance that may be provided by Exhibitor, NCSS, Music City Center, the City of Nashville, or the State of Tennessee. NCSS shall not in any event be liable to Exhibitor for any damages.

Nonflammable materials – All materials including muslin, velvet, silkene, or other cloth, drapes or banner used in the exhibit hall must be nonflammable or conform to the fire regulations of the City of Nashville and the State of Tennessee. Materials not conforming to such regulations will be removed immediately at the exhibitor’s expense. The exhibitor agrees to accept full responsibility for compliance with city regulations in the provision and maintenance of adequate safety devices and conditions for the operation of machinery and equipment under city codes. Fire hose cabinets and extinguishers must be left accessible and in full view at all times.

Circulation and solicitation – Distributing of marketing materials and souvenirs must be restricted to the Exhibitor’s booth. Canvassing or distribution of marketing materials or souvenirs in any location other than the Exhibitor’s booth is prohibited.

Unions – Exhibitor shall abide by all agreements made by, between and among NCSS, Music City Center 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.

Regulations and contract – All of the above rules and regulations are construed as part of all space contracts along with the information in Exhibit Prospectus. Exhibitor recognizes and agrees that NCSS retains the right to interpret and enforce all rules and regulations and make final decisions on all points not covered by the aforementioned rules and regulations.

Insurance – NCSS shall not be liable for loss or damage of any article of equipment or property of Exhibitor which exhibitor may suffer during installation or removal during the exhibit itself due to robbery, fire, accident, or any other destructive cause. Insurance, if desired, must be placed by the Exhibitor.

Sales – Exhibitors are permitted to make direct sales on the exhibit floor. Obtaining the appropriate licensing or permits as required by law, collecting and remitting sales taxes and any other legal business requirements are solely the responsibility of the Exhibitor.

Author signings – Exhibitors must notify NCSS and receive permission for any author signings scheduled in their booths. NCSS reserves the right to schedule all keynotes and featured speakers and panels for signings at the NCSS Bookstore.

Other policies and restrictions – Please consult the Pennsylvania Convention Center website for more information, www.nashvillemusiccitycenter.com/exhibitors Upon request, NCSS can provide this information. NCSS 103rd Annual Conference
EXHIBITOR SESSION PROPOSAL
2023 NCSS Annual Conference
December 1–3, 2023 | Nashville, TN

Assignments will be made on a first-come, first-served basis. We make no guarantees as to the attendance or popularity of these sessions. Only companies that have contracted for booth space at the conference will be accepted.

Company Name ________________________________

Session Title ________________________________

Preferred day and time (check as many as apply)

☐ Friday morning, December 1  ☐ Friday afternoon, December 1
☐ Saturday morning, December 2  ☐ Saturday afternoon, December 2

Please attach your session description and title. Please limit your description to 50 words or fewer.

Company Mailing Address

City __________ State _______ Zip ______

Phone No. ___________ Fax No. ___________

Company Representative ____________________________

Title __________________________

e-mail __________________________ Direct phone no. ___________

Signature __________________________

Session Prices
$1000 per one-hour session  Non-profit rate $500 per one-hour session

Number of sessions requested

Price per session

A/V package selected (prices per session):

☐ A. Screen and speaker system no charge
☐ B. DVD Player $160
☐ C. LCD Projector $125
☐ D. Laptop computer and LCD Projector $175
☐ Internet access $50

TOTAL: ______________________

Payment method

☐ Check #________________________ (Payable to NCSS)

☐ Credit card. We will send you instructions for paying online.

Amount enclosed ______________________

Total amount due with submitted proposal.

Return completed application and payment to:

NCSS Exhibit Sessions
P.O. Box 79078
Baltimore, MD 21279-0078

Agreement

By signing below, exhibitor agrees to abide by the responsibilities set forth in this agreement. Any violation on the part of the exhibitor will nullify the exhibitor’s right to occupy the meeting space. Exhibitor will not be released from liability and will forfeit to NCSS all monies that have been paid.

Authorized signature __________________________

Date __________

Presenter 1 Name __________________________

Department __________________________

Company/School __________________________

Work Address __________________________

City __________ State _______ Zip ______

e-mail __________________________

Presenter 2 Name __________________________

Department __________________________

Company/School __________________________

Work Address __________________________

City __________ State _______ Zip ______

e-mail __________________________
EXHIBITOR SESSIONS

Exhibitors have the opportunity to submit proposals for commercial presentations during the 2023 NCSS Annual Conference. Exhibitors may submit proposals for a one-hour session. Proposals are currently being accepted on a first-come, first-served basis on Friday, December 1 and Saturday, December 2.

These sessions are distinct from proposals exhibiting companies submit through the regular NCSS call for proposals. Commercial solicitation is allowed.

Take this opportunity to showcase your products and services in dedicated presentation space on the exhibit floor. Reach current and potential customers with in-depth information or hands-on instruction in a guaranteed session.

General Information
- Sessions are one hour, offered on Friday, December 1 and Saturday, December 2.
- There is no limit to the number of proposals submitted by any one company. Proposals will be accepted on a first-come, first-served basis.
- Exhibitor Sessions will be scheduled in dedicated classrooms in Exhibit Hall A, adjacent to the NCSS Exhibit Hall.
- Sessions will be listed, with descriptions, as “Exhibitor Sessions” in the conference app and website.
- NCSS will include a sign with a daily listing of presentations.

Fee
US$1000 (US$500 for non-profit organizations) for each one-hour session.
Notification of cancellation must be made in writing by September 22, 2023 in order to receive a partial refund. In the event of such a cancellation, a $200 service fee will be incurred. If cancellation is made after September 22, 2023, no payments will be refunded.

Audio/Visual Equipment
Rooms will be set with a screen, microphone, and AV stand. Exhibitors are responsible for the cost of any additional audio/visual equipment and must be selected on the application.
The A/V packages are:

A. Screen and Sound System  no charge
B. DVD/VHS Player  $160
C. LCD Projector  $125
D. Laptop Computer and LCD Projector  $175

Exhibitor responsibilities
- All presenters must be fully registered attendees of the 2022 NCSS Annual Conference
- Exhibitor agrees to make payment in full upon submission of application
- Exhibitor is responsible for the promotion of session. Advertisements in the Conference Program are welcome.
- Exhibitor is responsible for all fees associated with distributing materials
- Exhibitor is responsible for adhering to the session schedule and clearing the room after the session

Proposals are currently being accepted on a first-come, first-served basis.
All proposals must be submitted by October 27, 2023.