

# 2016 NATIONAL HBCU WEEK CONFERENCE

HBCUs: PROMOTING EXCELLENCE, INNOVATION *and*  
SUSTAINABILITY

23-25 OCTOBER 2016

RENAISSANCE ARLINGTON CAPITAL VIEW • ARLINGTON, VA

## EXHIBIT OVERVIEW

Exhibiting at the conference provides an opportunity for a company, agency or organization to exhibit products, services and organizational opportunities. Exhibitions are held on days one and two of the conference and near the registration site for all participants, offering excellent visibility.



## APPLICATION INSTRUCTIONS

Complete the Exhibitor Application in its entirety and submit it to [oswhi-hbcu@ed.gov](mailto:oswhi-hbcu@ed.gov).  
Subject line: 2016 HBCU Week Conference Exhibitor Application no later than **July 1, 2016**.

## ELIGIBILITY

*WHI-HBCU reserves the right to reject any organization applying for exhibit space.*

- Applicant must represent individuals/organizations that provide products/services to institutions of higher education, their faculty, staff, students and the communities they serve.
- Only **completed** applications will be considered.

## TIMELINE & DEADLINE

- Application deadline is **July 1, 2016**.
- Approved exhibitors will be notified on or before **August 1, 2016**.
- Set-up, show time and breakdown information will be provided to Approved Exhibitors *on or before* **September 1, 2016**.

## SPACE ALLOCATION

Due to limited exhibit space, selection and availability will be made on a first-come, first-served basis. Additionally, conference sponsors are guaranteed an exhibit space.

Exhibit space includes the following:

- One 3' x 6' skirted table
- Two (2) Chairs
- Inclusion of agency/organization name in the conference program

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## Exhibitor Application

<b>Point of Contact Legal Name (First)</b>	<b>Point of Contact Legal Name (Last)</b>	<b>Official Title</b>
<b>Company/Organization Legal Name:</b>		
<b>Description of Services:</b> (Will be used to determine final eligibility)		
<b>How will HBCUs benefit from your services:</b>		
<b>Items to be distributed:</b>		
<b>Mailing Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone :</b>		
<b>E-mail:</b>		

Application deadline is **July 1, 2016.**