



NBMBAA Exhibit Modification Request Form

National Black MBA Association, Inc. – 34th Annual Conference and Exposition
Indiana Convention Center
Indianapolis, IN
September 25-29, 2012

Fax completed form to : 312-580-8705

Client Information

Company Name:	Address:	
Contact Name:	City:	
Phone:	State/Province:	Postal Code:
E-Mail Address:	Country/Region:	

Change Request Information

Date of Request: _____



Booth Cancellation

In the event of booth cancellation prior to Cancellation deadline, Exhibitors shall be liable for 50% of the total commitment. Any balance remaining due to the Exhibitor shall be either held in credit by the NBMBAA or in some circumstances refunded to Exhibitor. **Cancellations of assigned exhibit space after the deadline of July 29, 2011** are liable for the full amount contracted.



Request to relocate booth or increase/decrease booth size:

(*Please indicate booth number(s) and size if applicable to request.)

From _____ To _____ Amount\$ _____



Request to change/cancel *Employer Plan* level or *Interview space*:

From (#) _____ To (#) _____ Total \$/Reduction _____

Please note changes in booth size may result in booth location changes and additional charges. Please indicate alternative booth options in the event a location change is necessary. NBMBAA has sole discretion in the assignment or reassignment of booth space. Exhibitors may not reassign or sublet assigned exhibit space, in whole or in part, without prior written permission of NBMBAA. Booth assignment is based on the date of postmark, exhibit booth requirements and other criteria deemed necessary to ensure the overall success of the annual conference.

Signature:

Print Name: _____

Date: _____

**This signature certifies I have read and agree to all Terms and Conditions, as well as the Rules and Regulations written or implied in the NBMBAA Exhibitor Contract, and I am authorized to make adjustments to the standing agreement.*

For Internal Use only -

Received By Signature: _____