

CONFERENCE EXHIBITOR'S MANUAL

National Association of Catholic Family Life Ministers (NACFLM) Conference
July 19-23, 2016 – Marriott North Pyramid Hotel
Albuquerque, New Mexico

“Family: The Heart of Mercy”

1. CONFERENCE INFORMATION AND EXHIBITOR REGISTRATION

If you wish to attend the conference activities beyond your exhibit duties, a registration form and fee must be (1) sent to the National Association of Catholic Family Life Ministers (NACFLM), or (2) register and pay via the web at: www.NACFLM.org. Reservations and payment for accommodations at Albuquerque Marriott North Pyramid must be made directly with the hotel. (3) Meal tickets can (and need to) be purchased ahead of time through NACFLM.

2. EXHIBIT FACILITIES

The primary exhibit area will be in the Atrium, a 2200 square foot area located behind the hotel main entrance and lobby, and adjacent to the Main Ballroom and meeting rooms. The Atrium can accommodate 30 vendor spaces. There will also be a premier space (higher cost) directly outside the Main Ballroom in the Pre-Conference hallway which can accommodate approximately 15 single (six foot) vendor tables. Keynotes and large group sessions will be held in the Main Ballroom. The exhibit area will be well marked by signs. The exhibit areas are carpeted. The Albuquerque Marriott North Pyramid and NACFLM are not responsible for lost or stolen articles.

3. EXHIBIT BOOTH DESCRIPTION

Each booth will consist of a single 6' skirted table with a white tablecloth, with two chairs. Electrical power will be provided on request, per Exhibitor's Agreement; exhibitors may bring their own power cords or the hotel will provide extension cords (\$10 each) and power strips (\$8 each.) Wi-Fi service is complimentary. All material and supplies shipped to the Albuquerque Marriott North Pyramid must be handled in accordance with Item 8 herein, "Freight and Shipping Guidelines."

Each exhibiting firm will be provided with a one-line 7" x 44" identification sign. All other signage will be the responsibility of the exhibiting firm. Some exhibit booths will be backed by a wall. Signage may be attached to the "wall" using two-sided tape. Tacks and/or nails or other adhesives may not be used. Nothing can be hung from the ceiling. Assignment of booths will be random.

4. BOOTH APPLICATION/CLASSIFICATION COST

Please complete the enclosed form, have it signed by an authorized representative, and forward to one of the Conference Exhibits Coordinators listed below as soon as possible following receipt but *no later than* May 20, 2016. The application must be accompanied by a \$150.00 non-refundable deposit, or full payment. Full payment is due by June 20, 2016.

Standard Booth Cost:

The fee to exhibit is **\$400 per booth**. Applications received after **May 20, 2016** must be accompanied by a **\$75.00 late charge** for each booth requested. Full payment is due and must be received by NACFLM not later than **June 20, 2016**, to secure your booth reservation. Checks should be made payable to the National Association of Catholic Family Life Ministers (NACFLM) and noted in the Memo Line: "2016 NACFLM Conference."

Premier Booth Cost:

The fee to exhibit is **\$475 per booth**. There are limited spots (15 - 6 ft. single tables) available in this area and will be assigned on a first-come, first-serve basis. Applications received after **May 20, 2016**, must be accompanied by a **\$75.00 late charge**. Full payment is due and must be received by NACFLM not later than **June 20, 2016**, to secure your booth reservation. Checks should be made payable to the National Association of Catholic Family Life Ministers (NACFLM) and noted in the Memo Line: "2016 NACFLM Conference."

SEND COMPLETED CONFERENCE APPLICATION AND CHECK TO:

NACFLM Conference Exhibits
5818 Wilmington Pike #230
Centerville, OH 45459-7004

FOR QUESTIONS OR INFORMATION, CONTACT:

Conference Exhibitor Coordinators:

Bonnie Mack - Archdiocese of Cincinnati – 513.421.3131, Ext. 2623;
bmack@catholiccincinnati.org, or

Peg Hensler – Diocese of Trenton – 609-403-7156; phensl@dioceseoftrenton.org

5. BOOTH RESERVATION AND ASSIGNMENTS

Booth reservation and assignment will be handled on a first come, first served basis, with consideration being given to special needs or problems, such as the reservation of two or more booths by the same company. ***The Conference Exhibits Coordinator(s) will confirm each organization's reservation upon receipt of the deposit/payment.***

6. BOOTH CANCELLATION POLICY

Booth reservations may be cancelled and a refund issued, less the \$150 non-refundable deposit, if the request for cancellation is received by NACFLM in writing by **June 1, 2016**. Cancellation after **June 1, 2016** obligates the exhibitor to pay all booth fees. No refunds will be made after this date.

7. BOOTH INSTALLATION / BUSINESS HOURS / DISMANTLING SCHEDULE

Booths will be available for exhibitor setup beginning Wednesday Noon, July 20, 2016. Exhibitors are reminded that Wednesday is a pre-conference training session. Conference participants not attending a pre-conference training session will begin registration on Wednesday, July 20, 2014.

EXHIBITOR REGISTRATION AND SET-UP WILL BEGIN AT NOON, WEDNESDAY, July 20, 2016, AND CONTINUE TO 12:00 NOON ON THURSDAY, JULY 21, 2016.

Exhibit Hours – Wednesday, July 20, 2016, 7:30 p.m. – 10:00 pm
(Ice Cream Reception in Atrium Exhibit Area)
Thursday, July 21, 2016, 10:00 a.m. – 9:00 p.m.
Friday, July 22, 2016, 10:00 a.m. – 5:00 p.m.
Saturday, July 23, 2016, 8:00 a.m. – 12:00 p.m.

Exhibit Dismantling – Exhibitors must begin dismantling exhibits by Noon on Saturday, July 23, 2016.

8. FREIGHT AND SHIPPING GUIDELINES

All freight shipped separately to the Hotel must be shipped in accordance with Albuquerque Marriott North Pyramid's policies and rules. Freight forwarded to the Albuquerque Marriott North Pyramid must be labeled as indicated below. NACFLM cannot accept responsibility for freight shipped to the Hotel and under their control. All deliveries to the Albuquerque Marriott North Pyramid not in accordance with their instructions will be returned to the shipper at the exhibiting company's expense. The Albuquerque Marriott North Pyramid or NACFLM are not responsible for lost or stolen articles shipped, stored, or displayed by the exhibitors.

Items shipped to the Albuquerque Marriott North Pyramid for use during the NACFLM conference may be sent for arrival a maximum of 72 hours prior to group arrival and will be marked with the responsible party's name, Group Name, plus "Hold for Arrival Date of July 20, 2016." Freight shipped to the Hotel will be stored in a secure area. Exhibitors should check at the Front Desk to secure their freight. Handling charges are as follows:

- Boxes up to 36"x24"x24" - \$3.50/box
- Larger boxes/display cases - \$5.00/box
- Pallets - \$10.00/pallet
- Additional labor charges may be incurred depending on the size of the shipment, at the discretion of the hotel.

Ten dollars (\$10) will be covered by the exhibitor fee but any expenses incurred above and beyond will be charged to the organization. Neither NACFLM nor the hotel will be responsible for any shipping charges, damages or loss.

Items shipped by freight or UPS should be mailed to:

Albuquerque Marriott North Pyramid
Attn: NACFLM Conference - **Daniel Kerr**
(Insert Exhibitor's Company Name)
5151 San Francisco Road, NE
Albuquerque, NM 87109

Items shipped via USPS should be mailed to:

Albuquerque Marriott North Pyramid
NACFLM Conference – **Daniel Kerr**
(Insert Exhibitor's Company Name)
5151 San Francisco Road, NE
Albuquerque, NM 87109

9. ADDITIONAL EXHIBIT POLICIES AND GUIDELINES

In order to ensure the smooth functioning of the exhibit area and provide the optimum sales environment for all exhibiting firms, exhibit representatives are requested to read and observe the following additional policies and guidelines:

Exhibits shall be designed and set up to fit within the confines of the specified booth sizes, and will not be permitted to obscure the view of the adjacent booths. If the planned exhibit cannot follow the above policy, the exhibiting firm is required to submit to NACFLM a simple dimensional-like drawing of the planned exhibit – both plane and elevation – by **April 20, 2016**. This plan may or may not be approved. If approved, the Marriott will be advised of the configuration of the exhibit. Final approval rests with Daniel Kerr, Event Sales Manager at the Albuquerque Marriott North Pyramid, and the NACFLM Conference Exhibitor Coordinators.

Exhibitors requiring the operation of audio-visual equipment may not operate the equipment in such a manner that it disturbs other exhibitors.

All demonstrations and sales activities must be confined to the limits of an exhibitor's booth.

Assigning, subletting, or apportioning the whole or part of the space allocated to an exhibiting firm is not permitted without the prior knowledge and consent of the Conference Exhibits Coordinators.

Exits and aisles must be clear of boxes and material during exhibit hours.

Exhibitors may write orders for delivery at a later date. Promotional giveaways are permitted and encouraged.

NACFLM reserves the right to make final determination on any unforeseen problems.

10. VENDOR/EXHIBITOR SPONSORED PRE-CONFERENCE WORKSHOP DISPLAYS

Pre-conference workshop vendors will be allowed to set up a table within their workshop room for the sale of product or to display product available to workshop attendees. There is no fee associated with a workshop display table, which may remain up until completion of the workshop. All signage for the workshop display table is the sole responsibility of the workshop vendor/presenter. Workshop rooms will be secured at night.

Pre-conference workshop vendors/presenters who desire to exhibit material during the remaining conference must complete an Exhibit Application and Agreement and comply with terms and conditions applicable to all conference Exhibitors.

11. EXHIBITOR REGISTRATION

A registration desk for exhibitors will be open on Wednesday, July 20, beginning at 12:00 Noon. Exhibitors must check in at the registration desk to receive booth(s) assignments prior to setting up. Unusual circumstances, in adhering to this schedule, should be addressed to the Conference Exhibits Coordinator for final determination.

Special badges will be available for all exhibitor representatives essential to the operation of the firm's exhibit. A list of all representatives who will be staffing the exhibit, if not listed on the application, should be sent to one of the Conference Exhibits Coordinators no later than **June 2, 2016**.

12. EXHIBITOR SPONSORSHIP AND MARKETING OPPORTUNITIES

Several opportunities for sponsorships are available to exhibitors on a first come, first served basis. Additional sponsorship initiatives and/or ideas not listed below will be entertained by NACFLM.

Email your suggestions to: NACFLM@udayton.edu

Sponsorship opportunities include (but are not limited to):

- **Opening Evening Ice Cream Reception:** sponsorship of first evening ice cream reception for approximately 200-300 participants (\$7.00/person)
- **Conference bags** to all participants:
Sponsorship of approximately 300-400 bags
(two-sided printing – one side exclusive for exhibitor's provided art work)
- **Conference name badge holders and lanyards** for all registered participants:
Exclusive sponsorship with sponsor's logo on approximately 300-400 holders and lanyards
- **Sponsorship of a speaker**
- **Sponsor food or beverage** (or both) for one of the breaks

13. EXHIBIT STAFF AND SERVICES

The following is a list of services provided for all exhibitors by NACFLM as the Conference host.

Exhibit logistics personnel, will be at your service before, during and after the conference. Our intention is to make your experience with NACFLM, the Albuquerque Marriott North Pyramid Hotel, and the conference a most enjoyable and profitable one for everyone concerned.

This Conference Exhibitor's Manual details the many opportunities and guidelines that will help make the Conference exhibit experience both enjoyable and professional.

Conference Room Rates for Exhibitor Personnel – Conference Exhibitors desiring to take accommodations at the Albuquerque Marriott North Pyramid may do so at special conference rates. In order to secure the NACFLM reservations must be made directly with the Albuquerque Marriott North Pyramid by calling the Hotel 505-821-3333, and identifying yourself as a NACFLM Conference Exhibitor. Direct link: www.Marriott.com/abqmc.

Exhibitor List - Names, addresses and phone numbers for all exhibiting firms will be included in participants' conference bags and/or on the conference app. Thanks to all sponsors will be included on the NACFLM website. We want our relationship with you at the Conference to be a long and happy one! Should you desire to include free material or information with each conference attendee's packet, you must notify NACFLM of your intent (and the amount and type of material) not later than **March 20, 2016**. Instructions will be provided once we receive your notice of intent.

Exhibitors are cautioned to ensure the provisions contained within paragraph 3 and 8 of this manual, concerning storage charges by the Albuquerque Marriott North Pyramid, are adhered to. Extreme size items should be cleared through the hotel prior to shipping.

14. EXHIBITOR COMMUNICATIONS

Messages, phone calls, and the like will be channeled through Bonnie Mack or Peg Hensler, Conference Exhibits Coordinators or the person on duty at the exhibitor's registration/service desk, who will then deliver it to the intended party.

During the Conference, messages will be left at the registration desk.

Any and all problems should be directed to the Conference Exhibits Coordinators, (Bonnie Mack/Peg Hensler).

15. INSURANCE AND LIABILITY

It is the responsibility of each exhibitor to insure their materials from the time the materials leave the firm until they are returned to the firm after the conference. It is recommended / suggested that exhibitors obtain all-risk coverage.

It is also understood that the National Association of Catholic Family Life Ministers (NACFLM), its officers, the Conference Planning Committee, and the Albuquerque Marriott North Pyramid are not responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's representatives or property, from any cause whatsoever, prior to, during or subsequent to the period covered by the exhibit contract. It is also understood that the exhibitor indemnifies, and agrees to hold harmless, the National Association of Catholic Family Life Ministers (NACFLM), the Conference Planning Committee, and the Albuquerque Marriott North Pyramid, their officers, managers, agents, and employees, for any injury, loss, or damage.

The exhibitor shall be fully responsible to pay for any and all damages to property owned by the Albuquerque Marriott North Pyramid, its officers, managers, or employees, which results from any act or omission of the exhibitor or exhibitor representative. The exhibitor agrees to defend, indemnify and hold harmless the National Association of Catholic Family Life Ministers (NACFLM) and the Albuquerque Marriott North Pyramid, its officers, managers, agents, and employees from any damages or charges resulting from the exhibitor's use of the property. The exhibitor's liability shall include all losses, 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 invitees, which arise from or out of the exhibitor's occupancy and use of the exhibition premises, the Albuquerque Marriott North Pyramid or any part thereof.

16. EXHIBIT APPLICATION AND AGREEMENT

It is requested that exhibitors complete the Exhibit Application and Agreement as soon as possible upon receipt and forward it to the Conference Exhibits Coordinator. **By the exhibitor's signature on the application, the exhibitor or exhibitor's representative testifies to the fact that they have read and understood the Conference Exhibitor's Manual.**