CONFERENCE EXHIBITOR'S MANUAL

National Association of Catholic Family Life Ministers (NACFLM)
Annual National Conference July 23-26, 2017
Pryzbyla Center, The Catholic University of America
Washington, DC 20064
"*The 'Missionary Impulse' Within Our Families*"

1. CONFERENCE INFORMATION

The 2017 NACFLM Conference will be held at the Pryzbyla Conference Center and other nearby classrooms on campus at the Catholic University of America, July 23-26. Pre-conference trainings will be held on July 22-23. The National Catholic School of Social Service at CUA is co-sponsoring the conference.

All diocesan and parish staff and volunteers who work in marriage, family life, parenting, respect life, social justice, as well as members of family life organizations from throughout the US are invited and encouraged to attend. The conference will include keynote presentations, panel discussions, and breakout workshops offered in both English and Spanish. Some talks will also have simultaneous translation available.

2. LODGING

Campus Housing is available for exhibitors, if you desire it. Reserve campus lodging on the NACFLM Conference Page. The 2016 rate is $50/night single or $40/night double, plus one time linen fee, $40. Rooms are suite style with two rooms sharing a restroom. (A list of alternative lodging options near the Catholic University campus may be found on the NACFLM Conference page.)

3. EXHIBITOR REGISTRATION

While the registration desk for exhibitors will be open on Sunday, July 23, beginning at 7:30 a.m., please note that **set up begins at 12:00 Noon on July 23**, according to our contract with the center. 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.

One Complimentary Partial Conference Registration Per Exhibit. For each exhibit table reserved, one representative per exhibiting firm/organization is welcome to attend any talks and presentations during the conference. This offer does not include conference

meals. Please purchase meal tickets if you wish to join us for any of the group meals (Dinner Sunday evening, Conference Banquet Monday, and Business Lunch Tuesday).

Meal tickets: Exhibitors are welcome to purchase meal tickets if that representative wishes to join the participants for the group meals: Dinner Sunday evening, Conference Banquet Monday, and Business Lunch Tuesday. A meal ticket order form will be sent to all confirmed exhibitors. Please contact the NACFLM office to order meal tickets.

Breakfast and all other meals are on your own. There is a Food Court and a Student restaurant in the Pryzbyla Center, as well as a Starbucks and also a cafeteria in the National Shrine adjacent to the campus. Additional food options are found near campus.

Special badges will be available for all exhibitor representatives essential to the operation of the firm's exhibit. **Please designate one person from your team to receive complimentary partial conference registration that comes with your 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 20, 2017**.

4. EXHIBIT FACILITIES

The primary exhibit areas will be in the Pryzbyla Conference Center on the CUA Campus: (1) Premier (higher cost) in the Atrium space, directly outside the Main Meeting Hall, which can accommodate approximately 20 single (six foot) vendor tables, and (2) Standard exhibit space in Exhibit Hall "A", divided by a wall from the Main Meeting Hall where the keynote and panel presentations and group meals will be held.

Exhibit Hall "A" can accommodate 16 single (six foot) vendor tables. The Exhibit Hall "A" is carpeted, the Atrium is tiled. The Business Lunch and Conference Banquet will be held in the Main Meeting Hall. The exhibit areas will be well marked by signs. Almost all Meeting Rooms for Breakouts are in the Pryzbyla Center.

The Catholic University and NACFLM are not responsible for lost or stolen articles.

5. EXHIBIT BOOTH DESCRIPTION

Each booth will consist of a single 6' with two chairs*. Some booths will back up to a wall, some will not. Items may be affixed to the wall with blue painter tape, if needed. Electrical power will be provided on request, per Exhibitor's Agreement; exhibitors may bring their own power cords. Wi-Fi service is complimentary.

*Please tell us if you need a tablecloth or not. There is an extra charge of $13 for a tablecloth.

All material and supplies shipped to the Pryzbyla Center must be handled in accordance with Item 8 herein, "Freight and Shipping Guidelines." **Packages may arrive July 20 - 26th. They may not arrive earlier than July 20th as there is no one to receive them.**

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.

5. BOOTH APPLICATION/CLASSIFICATION COST

Please complete the enclosed form, have it signed by an authorized representative, and send to NACFLM as soon as possible but *no later than* May 20, 2017. The application must be **accompanied by a $150.00 non-refundable deposit, or full payment. Full payment is due by June 20, 2017.**

Premier Booth Cost: Located outside the Main Meeting Hall in the Atrium.
The fee to exhibit is **$475 per booth.** There are limited spots (20 - 6 ft. single tables) available in this area and will be assigned on a first-come, first-served basis. Applications received after **May 20, 2017**, must be accompanied by a **$75.00 late charge**. Full payment is due and must be received by NACFLM not later than **June 20, 2017,** 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: "2017 NACFLM Conference."

Standard Booth Cost: Located in Exhibit Hall "A", next to the Main Meeting Hall. There is a wall divider between the two spaces.
The fee to exhibit is **$400 per booth.** Applications received after **May 20, 2017** 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, 2017,** 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: "2017 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:

- Sharon O'Brien, obriensa@cua.edu
- Mary Fay, mary.fay@rcda.org

5. BOOTH RESERVATION AND ASSIGNMENTS

Booth reservation will be available on a first-come, first served basis. NACFLM reserves the right to determine the suitability of the vendor. Booth assignment will be made by the Conference Exhibitor Coordinators, 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, 2017**. Cancellation after **June 1, 2017** 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 Sunday Noon, July 23, 2017.** Exhibitors are reminded that Sunday is a pre-conference training session in the building. Conference participants not attending a pre-conference training session will begin registration on Sunday, July 23, 2017, at 7:30 a.m.

EXHIBITOR REGISTRATION AND SET-UP
WILL BEGIN AT NOON, SUNDAY, July 23, 2017, AND CONTINUE TO 12:30 a.m. ON WEDNESDAY, JULY 26, 2017.

Exhibit Hours – Sunday, July 23, 2017, 6:30 p.m. – 10:00 pm
Monday, July 24, 2017, 8:00 a.m. – 6:30 p.m.
Tuesday, July 25, 2017, 8:00 a.m. – 5:30 p.m.
Wednesday, July 26, 2017, 8:00 a.m. – 12:30 p.m.

Exhibit Dismantling – Exhibitors must conclude dismantling exhibits by 1:00 p.m. on Wednesday, July 26, 2017.

8. FREIGHT AND SHIPPING GUIDELINES

A storage room will be designated in the Pryzbyla Center to hold packages.
Hand carts will be available for exhibitors to move boxes to their assigned exhibit space**.**

All freight must be shipped to the Pryzbyla Center via Fed Ex or UPS.
** Items sent by US Postal Service will not reach the Pryzbyla Center directly. Please use Fed Ex or UPS.
Packages may be received **no earlier than July 20, 2017**, since storage is not available before this date. Freight forwarded to the Pryzbyla Center must be labeled as indicated below.

Items must be shipped via Fed Ex or UPS to:
NACFLM Conference
The Catholic University of America
620 Michigan Ave., N.E.
Pryzbyla Conference Center Information Desk
Washington, DC 20064

NACFLM cannot accept responsibility for freight shipped to the Pryzbyla Center. All deliveries to the Pryzbyla Center not in accordance with their instructions will be returned to the shipper at the exhibiting company's expense. Neither the Catholic University of America nor NACFLM are responsible for lost or stolen articles shipped, stored, or displayed by the exhibitors.

Shipping materials at the end of the conference: Pick up location for UPS/FedEx is located at 1st Floor McMahon Hall, next to the Pryzbyla Center on CUA campus. No pick up is available at the Pryzbyla Center itself.

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, 2017**. This plan may or may not be approved. Final approval rests with 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 presenters 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 pre-conference workshop. All signage for the workshop display table is the sole responsibility of the workshop presenter. Workshop rooms will be secured at night.

Pre-conference workshop 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.

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@gmail.com

Sponsorship opportunities include (but are not limited to):

- Morning Coffee/tea service – Monday, Tuesday, Wednesday.
- Opening Dinner Sunday

- Conference Banquet Monday
- Banquet Entertainment
- Business Lunch Tuesday
- Music for Liturgies (Sunday or Monday)
- Program booklet printing
- 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

Prices for sponsorships vary; please consult the Conference Exhibit Coordinators.

13. EXHIBIT SERVICES

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

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, 2017**. Instructions will be provided once we receive your notice of intent.

Exhibitors are cautioned to ensure the provisions contained within paragraph 5, 7, 8 and 9 of this manual, concerning set up and take down, shipping, and storage the Pryzbyla Center are adhered to. Extreme size items should be cleared through the conference center prior to shipping.

14. EXHIBITOR COMMUNICATIONS

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:

- Sharon O'Brien, obrienca@cua.edu
- Mary Fay, mary.fay@rcda.org

Messages, phone calls, and the like will be channeled through the 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.

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 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 Catholic University of America 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 Catholic University of America, their officers, managers, agents, and employees, for any injury, loss, or damage.

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 affirms that they have read and understood the Conference Exhibitor's Manual.**

EXHIBIT APPLICATION AND AGREEMENT

Annual Conference of the National Association of Catholic Family Life Ministers (NACFLM)
July 23-26, 2017
The Catholic University of America Pryzbyla Center

"THE 'MISSIONARY IMPULSE' WITHIN OUR FAMILIES"

The application deadline is May 20, 2017. Completed application must be accompanied by a $150 non-refundable deposit or full payment. Full payment is due by June 20, 2017. Please note: Applications received after May 20, 2017 must include a late charge of $75 per booth.

Company/Firm/Agency _____

Street_____

City/State/ZIP _____

Area Code _____ Phone _____ Extension_____

Exhibitor's representative(s) attending the conference (please print)

_____

_____

Company will be exhibiting the following product(s)/service(s):

_____

A one-line 7" x 44" identification sign will be provided for each exhibitor. Please type or print in the space below EXACTLY how you would like your company/firm/agency identified on this sign:

_____

Sponsorship opportunities include (but are not limited to):

- Morning Coffee/tea service – Monday, Tuesday, Wednesday.
- Opening Dinner Sunday
- Conference Banquet Monday
- Banquet Entertainment
- Business Lunch Tuesday
- Music for Liturgies (Sunday or Monday)
- Program booklet printing
- Conference bags to all participants:
- Conference name badge holders and lanyards for all registered participant
- Sponsorship of a speaker
- Sponsor food or beverage (or both) for one of the breaks

INTENT TO EXHIBIT

I/we have read, understand, and agree to abide by the **Conference Exhibitor's Manual**, and hereby apply for exhibit space at the NACFLM Conference 2017 in Washington, DC.

I/we wish to rent:
STANDARD BOOTH(S) COST:

1 booth ($400) * Electricity needed _____ (yes or no)

A $150 non-refundable deposit must accompany request. Balance is due not later than **June 20, 2017**.

_____	_____	_____
Date	Contact Phone #	Contact email
_____	_____	_____
Title/Position	Printed Name	Signature

PREMIER BOOTH COST: 16 (single) 6 foot tables available - first-come, first serve basis

I/we have read, understand, and agree to abide by the **Conference Exhibitor's Manual**, and hereby apply for exhibit space at the NACFLM Conference 2017 in Washington, DC. I/we wish to rent:

1 booth ($475) * Electricity needed _____ (yes or no)

A $150 non-refundable deposit must accompany request. Balance is due not later than **June 20, 2017**.

_____	_____	_____
Date	Contact Phone #	Contact email
_____	_____	_____
Title/Position	Printed Name	Signature

SPONSORSHIP:
I/we wish to sponsor (see list above) _____

PLEASE FORWARD THE COMPLETED APPLICATION AND DEPOSIT (or full fee) TO:

NACFLM Conference Exhibits Coordinator
5818 Wilmington Pike #230
Centerville, OH 45459
Tel. 937.431.5443

NOTE: Please make checks payable to "NACFLM" and designate it for "2017 Exhibitor Fee".