

CONFERENCE EXHIBITOR'S MANUAL

National Association of Catholic Family Life Ministers (NACFLM) Annual

National Conference July 15-17, 2018

Cajundome – Lafayette, LA

“Marriage & Family as the Heart of the New Evangelization”

1. CONFERENCE INFORMATION

The 2018 NACFLM Conference will be held at the Cajundome in Lafayette, LA, July 15-17.

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

Fairfield Inn & Suites

1606 W Pinhook Road

Lafayette, LA 70508

Group: Natl Assn of Catholic Family Life Ministers

Rate: \$89/night

(337) 233-5558

DoubleTree

1521 West Pinhook Road

Lafayette, LA 70503

Group: National Association of Catholic Family Life Ministers

Rate: \$99/night or \$109/night

(337) 235-6111

3. EXHIBITOR REGISTRATION

While the registration desk for exhibitors will be open on Sunday, July 15, beginning at 7:30 a.m., please note that **set up begins at 12:00 Noon on July 15**, 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, two representatives 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 on Sunday, Lunch on Monday, and a Business Lunch and Banquet Entertainment on Tuesday.).

Meal tickets: Exhibitors are welcome to purchase meal tickets if that representative wishes to join the participants for the group meals: Dinner on Sunday, Lunch on Monday, and a Business Lunch and Banquet Entertainment on 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.

2 name badges will be given per exhibitor booth. Any additional staff that does not register for the conference can wear their name badges that they have associated with the booth.

4. EXHIBIT FACILITIES

All exhibitor space is in Exhibit Hall B on the first floor of the Cajondome convention center, which is the primary gathering area for keynote presentations and meals in the Cajondome. Attached is a draft layout of the exhibit hall, which is subject to modification based upon the final number of exhibitors in attendance. The exhibit hall can hold approximately 40 single (six foot) tables. Breakout sessions are held on the second floor of the convention center and will not have vendor tables.

The Cajondome 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. Tables will have a white table cloth and black skirt. 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 for an additional cost of \$70 per booth, per Exhibitor's Agreement; exhibitors may bring their own power cords. Wi-Fi service is complimentary.

All material and supplies shipped to the Cajondome must be handled in accordance with Clark Services' "Freight and Shipping Guidelines" which you can review at the end of this document. **Packages should arrive at the warehouse no later than Friday, July 13, 2018.**

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. The application must be **accompanied by a \$150.00 non-refundable deposit, or full payment. Full payment is due by June 18, 2018.**

The fee to exhibit is **\$400 per booth. A deposit of \$150 is due at the time of the application.** 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: "2018 NACFLM Conference."

SEND COMPLETED CONFERENCE APPLICATION AND CHECK TO:

NACFLM
Attn: Conference Exhibits
PO Box 23
Alpha, OH 45301

FOR QUESTIONS OR INFORMATION, CONTACT:

Conference Exhibitor Coordinator: Scott Seibert, sseibert@archindy.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 Coordinator, 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 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, 2018**. Cancellation after **June 1, 2018** 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 at 9:00 AM, July 15, 2018**. Exhibitors are reminded that pre-conference training sessions are held Sunday on the second floor of the convention center. Conference participants not attending a pre-conference training session will begin registration on Sunday, July 15, 2018, at 8:00 a.m.

EXHIBITOR REGISTRATION AND SET-UP

WILL BEGIN AT NOON, SUNDAY, July 15, 2018, AND CONTINUE TO 11:00 PM ON TUESDAY, JULY 17.

Exhibit Hours – Sunday, July 15, 2018, 6:30 p.m. – 9:00 pm
Monday, July 16, 2018, 8:00 a.m. – 5:00 p.m.
Tuesday, July 17, 2018, 8:00 a.m. – 8:00 p.m.

Exhibit Dismantling – Exhibitors must conclude dismantling exhibits by 11:00 PM on Tuesday, July 17.

8. FREIGHT AND SHIPPING GUIDELINES

Please see the Clark Services Exhibitor Information at the end of this document.

Items must be shipped via Fed Ex or UPS to:

Your Company Name
C/O Clark Services
113 Board Road
Lafayette, LA 70508

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

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 **June 15, 2018**. 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.
- Opening Dinner Sunday
- Conference Banquet Tuesday
- Banquet Entertainment
- Business Lunch Tuesday
- 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)
- Sponsorship of a speaker
- Sponsor food or beverage (or both) for one of the breaks

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

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 **June 15, 2018**. 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 Cajundome 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
P.O. Box 23
Alpha, OH 45301

FOR QUESTIONS OR INFORMATION, CONTACT:

Conference Exhibitor Coordinators: Scott Seibert, sseibert@archindy.org
Messages, phone calls, and the like will be channeled through the Conference Exhibits Coordinator 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 Cajundome 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 Cajundome, 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**



CLARK SERVICES

Audio-Visual & Exhibit, Inc.

P.O Box 91265

Lafayette, LA 70509

Phone: 337-234-5653

Fax: 337-232-0243

E-mail: clarkservices@bellsouth.net

EXHIBITOR INFORMATION

NACFLM

Cajundome Convention Center

Lafayette, LA

July 15-17, 2018

Clark Services has been asked to assist with this event. The exhibit facility **is not** equipped to receive or store your exhibit freight. Clark Services can receive & deliver freight to the exhibit site as described on the enclosed form. Please notify us that freight is being shipped. ***Freight should arrive at our warehouse no later than Friday, July 13, 2018.***

Booths

The Cajundome Convention Center is providing skirted tables for you.

Electrical Service

The Cajundome Convention Center is handling all aspects.

Other Services

Also, labor can be ordered for setting up and dismantling your booth, as well as other services, including audio-visual equipment/support, cleaning service, etc. Please call our office with any questions or for more information.

Payment Policy

All fees are due at the show. **NO POST SHOW INVOICING.** We accept cash, checks, VISA, Master Card & American Express.

Email: _____

Name of Event: *NACFLM 2018*

Booth No: _____

CLARK SERVICES



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P.O Box 91265

Lafayette, LA 70509

Phone: 337-234-5653

Fax: 337-232-0243

E-mail: clarkservices@bellsouth.net

DRAYAGE RATES AND INFORMATION

PLEASE DO NOT SHIP MATERIAL TO THE EXHIBIT SITE.
THERE ARE NO FACILITIES FOR RECEIVING AND STORING PRIOR TO MOVE-IN DATE.

While we exercise all reasonable care as freight handlers, we regret we cannot be responsible for damage or loss of your equipment and/or display. For your protection, all shipments should be insured.

Clark Services will provide the following services:

1. Receive and store shipments. Two weeks free storage allowed.
2. Handling into exhibit site.
3. Removal and return of empty crates to and from booths.
4. Provide clerical assistance in preparing bills of lading for outbound shipments.
5. *Arrange for outbound shipments from show site. All outbound must ship from showsite. Please inform your specific carrier.

***EXHIBITOR MUST LABEL OUTBOUND SHIPMENTS AND SUBMIT COMPLETED BILLS OF LADING TO DRAYAGE SERVICE DESK!!
LABELS AND BILLS OF LADING AVAILABLE AT SERVICE DESK.
Exhibitor is responsible for proper labeling & outbound arrangements.**

HANDLING RATES

DRAYAGE SHIPPED TO CLARK SERVICES WAREHOUSE OR OFF-SITE DESTINATION

*\$28.00 per cwt or fraction thereof with a minimum charge of \$56.00. These rates are based on total weight of merchandise received and are **PER SHIPMENT**. Add 50% to quoted rates for uncrated and van shipments.

*Any freight not delivered to our warehouse at least **THREE DAYS** prior to show opening, or freight that requires special handling and/or handling to the exhibit site, will be charged a \$30.00 minimum, in addition to regular drayage cost.

DRAYAGE DELIVERED TO SHOW SITE

*Drayage delivered to show site and handled by Clark Services (off-load truck, deliver to booth, and return to truck at close of show) will be handled at a cost of \$28.00 per cwt. With a minimum of \$56.

ADDITIONAL INFORMATION

*Outbound will ship from show site. Please advise your specific carrier.

*In order to expedite removal of materials from exhibit area, we reserve the right to change designated carriers without notice to exhibitor.

TO ORDER SERVICES FILL OUT AND RETURN THIS FORM TO CLARK SERVICES

| | | | |
|---|--------------------|------------------------------|------------------------|
| <u>Company:</u> _____ | <u>Date:</u> _____ | | |
| <u>Address:</u> _____ | | | |
| _____ | _____ | _____ | _____ |
| <u>Street</u> _____ <u>State</u> _____ <u>Zip</u> _____ | | | |
| <u>Auth. Signature:</u> _____ | | | |
| <u>Phone No:</u> () _____ | | <u>Fax No:</u> () _____ | |
| <u>Email:</u> _____ | | | |
| <u>Name of Event:</u> <i>NACFLM 2018</i> | | | <u>Booth No:</u> _____ |