



Catholic Social Ministry Gathering

2018 Sponsor and Exhibitor Kit



Credit: Jessica Zurcher/USCCB

Contents:

- CSMG Profile
- Sponsorship Information
- Sponsorship Pledge Form
- Sponsorship Policies

- Exhibiting Information
- Exhibitor Application
- Exhibitor Policies



CSMG 2018 Conference Profile

The central gathering of Catholic social ministry leaders in the United States:

- Organized by the USCCB Department of Justice, Peace and Human Development in collaboration with 4 other USCCB departments and 16 other national Catholic organizations.
- More than 500 leaders expected to participate in **CSMG 2018** are drawn from among bishops and clergy, diocesan social action directors, other relevant diocesan staff, representatives of major national and international Catholic organizations, prominent, emerging, and diverse leaders in parish social ministry, volunteer networks, and university faith and justice programs.
- Informative plenary presentations, briefings, and workshops address current topics essential to our various ministries and better prepare us to meet present and future challenges.
- Excellent networking opportunities with other social ministry professionals from across the country.



Theme: Building Community: A Call to the Common Good

CSMG serves to equip leaders with the knowledge, relationships, and skills to build community for the common good. The theme of the 2018 Catholic Social Ministry Gathering is rooted in our commitment to promoting communities that foster peace and justice at home and abroad. More than 500 Catholic leaders will gather to step forward in faith for justice, peace, and the common good, and lift their voices to Congress during a visit to the U.S. Capitol.

Top reasons to participate in CSMG 2018 as an exhibitor or sponsor:

- **Engage** 500 current and emerging Catholic leaders who are active in diverse fields of ministry.
- **Receive** up-to-date briefings on the Catholic Church's responses to pressing domestic and global challenges relating to poverty, war, injustice and the promotion of human life and dignity.
- **Learn** how the Church continues to deepen and extend its rich tradition of social teaching and engagement for the common good, especially in light of the New Evangelization and the teaching of Pope Francis.
- **Understand** the strategic importance of Catholic social teaching and the integration of social ministry and advocacy in the mission and identity of a broad range of Catholic institutions and organizations.
- **Demonstrate** your organization's commitment to the social mission of the Catholic Church, and active support for a society and world more reflective of Gospel values.

CSMG is committed to program quality.

Top experts in matters of Church and civil society gather at CSMG every year. Recent speakers have included notable figures such as Cardinal Peter Turkson (Pontifical Council for Justice & Peace); Dr. Maryann Cusimano Love (Catholic University); Rev. Larry Snyder (former President, Catholic Charities USA); Dr. Carolyn Woo (former President, CRS); Dr. Arturo Chavez (Mexican American Catholic College); Cardinal Sean O'Malley, OFM Cap. (Boston); Mark Shriver; John L. Allen (media correspondent and commentator); and numerous policy experts.



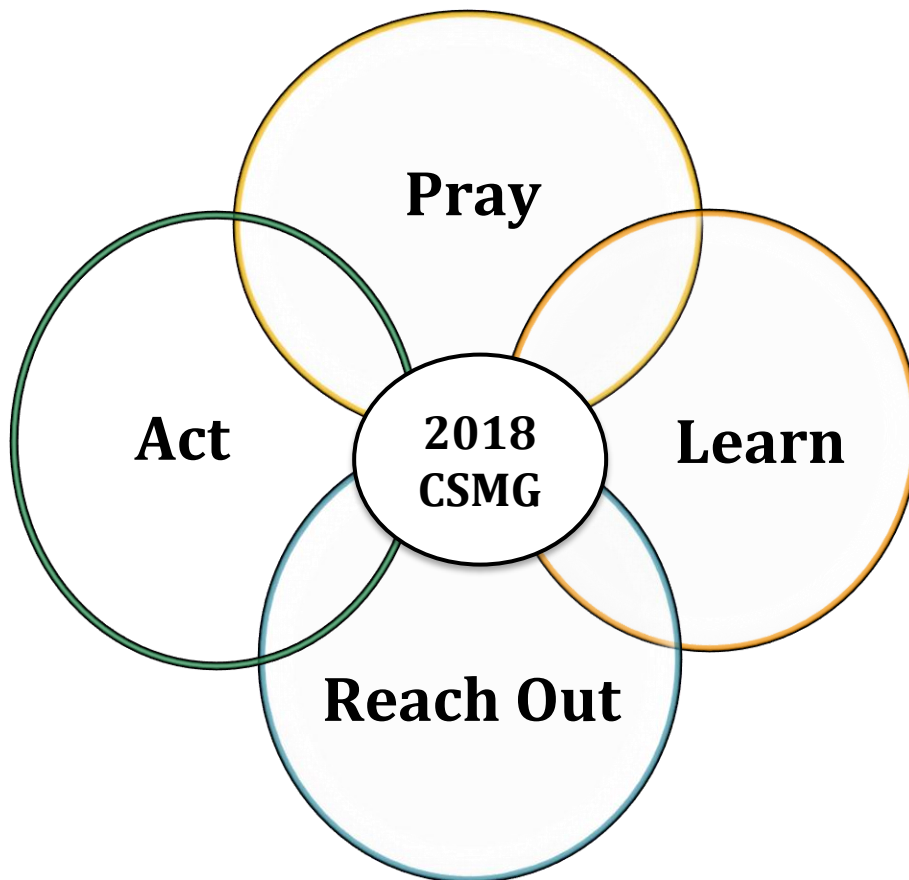
CSMG 2018 Sponsorship Opportunities

Become a Sponsor!

Sponsors are important for the success of the Catholic Social Ministry Gathering. **The following opportunities are suggestions for sponsorship based on current needs.** CSMG is committed to maximizing opportunities for organizations to publicly show their support for our mission and will work to develop a plan that suits your organization. **See pledge form or contact Ivone Guillen at iguillen@uscgb.org or (202) 541-3373.**

Sponsorship opportunities below feature variations of the following features:

- Personal acknowledgment with participants
- Naming rights to General Session room for the duration of the Gathering
- Signage at the specified event (name and logo)
- A message in the Program Book
- Acknowledgement on CSMG 2018 website



Sustaining Sponsor- \$30,000

Opportunities

- Promote a sponsor-hosted function at the hotel
- Personal acknowledgement as a Sustaining Sponsor with the participants in the Diversity Outreach Initiative and Young Leaders Initiative, during Welcome Luncheons

Recognition and Visibility

- Separate sign for each sponsor at this level near the entrances/exits to plenary presentations and at the event registration/info table
- Sponsorship material in program packet, subject to USCCB approval*
- Logo and name on CSMG registration website that links to sponsor website
- Opportunity to provide a program message in Program Book*

Benefits

- Special recognition given to sponsor at either the Monday working luncheon or Tuesday Morning Continental Breakfast
- Verbal acknowledgement as a Sustaining Sponsor at Keynote Presentation
- Projection of sponsorship at the Sustaining Sponsor Level from the main stage
- Naming rights to the Main Plenary space for the duration of the CSMG

Supporting Sponsor- \$20,000

Opportunities

- Personal acknowledgement with the full assembly of participants in CSMG during Tuesday Morning Continental Breakfast
- Personal acknowledgement with the participants in the Diversity Outreach Initiative during their Networking Reception

Recognition and Visibility

- Opportunity to provide a program message in Program Book*
- Logo and name on CSMG registration website that links to sponsor website
- Logo, name, and sponsorship level listed on the back cover of the Program Book

Benefits

- Projection of sponsorship at the Supporting Sponsor Level from the main stage
- Verbal acknowledgement as a Supporting Sponsor at Keynote Presentation
- Naming rights to the exhibit hall areas for the duration of the CSMG

Contributing Sponsor- \$10,000

Opportunities

- Personal acknowledgement with the participants in the Young Leaders Initiative during their Evening Social

Recognition and Visibility

- Opportunity to provide a program message in Program Book*
- Logo and name on CSMG registration website that links to sponsor website
- Logo, name, and sponsorship level listed on the back cover of the Program Book

Benefits

- Projection of sponsorship at the Contributing Sponsor Level from the main stage
- Verbal acknowledgement as a Contributing Sponsor at Keynote Presentation

Solidarity Sponsor- \$5,000

Opportunities

- Personal acknowledgement with coffee break participants during the Coffee & Refreshments Break

Recognition and Visibility

- Opportunity to provide a program message in Program Book*
- Listing among sponsors in the Program Book and on CSMG website

Benefits

- Sponsor a coffee break for one day of the CSMG

Underwriting Opportunities

\$8,000

CSMG Tote Bags

Opportunity to underwrite the cost of the CSMG tote bags

- Sponsorship recognition with organization logo to be printed on the attendee tote bag
- Opportunity to place a complimentary gift in the tote bag for attendees
- Opportunity to provide a program message in CSMG print program*
- Recognition on CSMG registration website
- Recognition in CSMG print program

\$5,000

Liturgy

Opportunity to help underwrite the cost of producing the liturgies

- Four opportunities available, one exclusive opportunity for each day of CSMG: Opening Liturgy; Sunday Liturgy; Monday Liturgy; and Closing Liturgy
- Recognition on the printed liturgy program for that day
- Opportunity to provide a program message in CSMG print program*
- Recognition on CSMG registration website
- Recognition in CSMG print program

\$1,000

Program Book message

- Opportunity to provide a program message in CSMG print program*



CSMG 2018 Sponsor Pledge Form

Pledge forms and sponsorship contributions are due by November 30 for inclusion in conference publications.

Organization Name: _____

Primary Contact Name: _____ Title: _____

Address: _____

Bldg. Number/Name Street Suite/Unit/Floor

City State Zip Code Organization Web Address

E-mail: _____ Phone: _____ Fax: _____

Alternate Contact Name: _____ Title: _____

E-mail: _____ Phone: _____ Fax: _____

Reason for alternate contact: _____

(i.e. matters of registration, advertisement, billing, etc.)

How are you interested in sponsoring CSMG 2018? Please indicate the event and time or other sponsorship you seek to offer CSMG, including amount of intended contribution.

Name of CSMG 2018 Sponsorship Opportunity	Amount of Contribution

Further Comments/Questions/Requests:

Agreement: This form serves as notice of intention to become a sponsor of CSMG 2018. I understand that acceptance of pledges of sponsorship is not final until receipt of written confirmation and an invoice/receipt from the CSMG staff. I hereby acknowledge and agree to comply with the *Sponsor Policies and Guidelines*, and where applicable to comply with and communicate the *Exhibitor Terms and Conditions* to anyone who will staff an exhibit for my organization during CSMG 2018.

Signature

Date

Return completed pledge form by e-mail or fax to:

Ivone Guillen, CSMG Program Coordinator, USCCB-JPHD

Mailing Address:
3211 Fourth Street, N.E.
Washington, DC 20017

Phone: (202) 541-3373
Fax: (202) 541-3339
E-mail: iguillen@usccb.org

Corporate sponsorships are an important source of support for the USCCB's mission to promote the Gospel of Christ and the teachings of his Church. We ask that all sponsors follow USCCB corporate sponsorship policies. Therefore, sponsors may not use qualitative or comparative language in any sponsorship messages or otherwise endorse or induce to purchase, sell or use a sponsor's products or services, and may not provide price information or other indications of savings or value. Thank you for your support and cooperation with this policy.



CSMG 2018 Sponsor Policies & Guidelines

Criteria for Sponsorship:

- Sponsors, whether commercial or non-profit, offer services or products compatible with the mission of CSMG and the teaching of the Catholic Church.
- Only organizations or corporations may be sponsors, not individuals.
- CSMG reserves the right to limit the total number of sponsors, and must approve sponsors in writing.
- Sponsor's acceptance of CSMG's terms and conditions will be indicated by the signing and submission of the Sponsorship Pledge Form.
- Sponsors must submit financial contributions in full no later than November 30, 2017. This amount is non-refundable, unless unforeseen factors result in the cancellation of the entire event.

Sponsorship Terms and Conditions:

- Sponsors must wear sponsor badges at all times during CSMG events.
- Sponsors may display materials only in approved locations.
- Sponsors approved to distribute materials at CSMG must submit such materials to CSMG staff in adequate quantity no later than December 31, 2017.
- Due to USCCB policy, sponsorship of CSMG does not include registration for CSMG programs or events or any of the pre-Gathering or collaborating organization events associated with CSMG. Sponsors are welcome to register separately to participate in CSMG or for pre-Gathering events.
- Any sponsors exhibiting at CSMG 2018 are subject to the *Exhibitor Terms and Conditions*.
- Additional terms and conditions may be specified by CSMG staff or the event hotel.

Sponsors and Exhibit Tables:

All sponsors are invited to exhibit at CSMG 2018. Each exhibitor will be assigned a six-foot skirted display table with two chairs. Displays should generally be confined to tabletops, with one floor-stationed banner permitted. No pipe and drape, electricity, internet, or special security will be provided. Exhibitors are responsible for any additional cost incurred with the hotel. Further details are provided in the *Exhibitor Terms & Conditions* on pages 7-8 of this packet, or are available at www.CatholicSocialMinistryGathering.org.

Key Dates for Sponsors:

- **November 30, 2017** – deadline for receipt of pledge forms and financial contributions in order to be included in the CSMG 2018 Program Book.
- **December 29, 2017** – final deadline for receipt of any materials from sponsors approved for distribution, or for cancellation of a sponsorship contribution in order to have a contribution returned.

Sponsor Contribution Instructions:

Prospective sponsors are asked to return the enclosed *Sponsor Pledge Form* as soon as possible to ensure maximum visibility in CSMG 2018 promotion and reference materials. CSMG staff will respond confirming the availability of sponsorship for particular events, confirming arrangements, and providing an invoice for contributions.

Corporate sponsorships are an important source of support for the USCCB's mission to promote the Gospel of Christ and the teachings of his Church. We ask that all sponsors follow USCCB corporate sponsorship policies. Therefore, sponsors may not use qualitative or comparative language in any sponsorship messages or otherwise endorse or induce to purchase, sell or use a sponsor's products or services, and may not provide price information or other indications of savings or value. Thank you for your support and cooperation with this policy.



Interested in Exhibiting at CSMG 2018?

- ❖ Join the central gathering of U. S. Catholic social ministry professionals.
- ❖ Reach 500+ current and emerging Catholic leaders.
- ❖ Advanced application is required before registration – see page 8.

Features include:

- Opportunity to introduce your programs, services, and products to influential and emerging leaders shaping the future of Catholic social ministry, social services, parish life, campus ministry and the Church's interaction with civil society for the promotion of the common good.
- Coffee breaks in Exhibit Hall.
- Saturday start expected to increase participation.



Who will be there?

Diocesan, parish, and religious community leadership; public policy experts; college and university students, staff, and faculty; catechists for youths and adults; trainers and formators for volunteers; diversity and disability outreach leadership; and staff of national partner organizations including Catholic Relief Services, Catholic Charities U.S.A., and the United States Conference of Catholic Bishops.

Exhibiting Hours:

- Saturday, February 3, 1:00 p.m. – 6:30 p.m.
- Sunday, February 4, 8:00 a.m. – 6:30 p.m.
- Monday, February 5, 8:00 a.m. – 6:30 p.m.
- Tuesday, February 6, 7:30 a.m. – 11:00 a.m.

Cost to Exhibit:

The fee for a 6-foot exhibit table at CSMG 2018 will be \$350.00 (includes 6% bank credit card/check processing fee).

Criteria for Exhibitors:

- Approved exhibitors, whether commercial or non-profit, offer services or products compatible with the mission of CSMG and the teaching of the Catholic Church.
- CSMG reserves the right to limit the number of exhibitors, and must approve each exhibitor in advance and in writing.
- Application to exhibit at CSMG 2018 indicates acceptance of the *Exhibitor Terms and Conditions*, found on pages 7-8 of this packet, or by visiting us on the web at www.CatholicSocialMinistryGathering.org.



CSMG 2018 Exhibitor Application

Please complete this form and return it to the address below so that it is received by Dec. 29, 2017.

Organization Name: _____

Address: _____
Bldg. Number/Name Street Suite/Unit/Floor

_____ City State Zip Code Organization Web Address

Primary Contact Name: _____ **Title:** _____

E-mail: _____ **Phone:** _____ **Fax:** _____

Alternate Contact Name: _____ **Title:** _____

E-mail: _____ **Phone:** _____ **Fax:** _____

Reason for alternate contact: _____
(i.e. matters of registration, advertisement, billing, etc.)

Please provide the names of the one or two people who will be staffing your exhibit (if approved):

Please describe the programs, services, or products that you will be promoting at your exhibit (if approved): _____

Have you exhibited at CSMG before? If so, when? _____

Agreement: This form serves as notice of our application to become an exhibitor at CSMG 2018. The staff of CSMG and USCCB is hereby authorized to assign and reserve exhibition space at CSMG 2018 for the organization stated above. I understand that permission to exhibit is not confirmed until receipt of written confirmation from the CSMG staff. **I hereby acknowledge and agree to comply with the *CSMG Exhibitor Terms and Conditions*, and to communicate that information to any others who will work at our exhibit during CSMG 2018.**

Date

Signature

Return completed application form by e-mail or fax to:

Nicole Germain
USCCB-JPHD
3211 Fourth Street, N.E.
Washington, DC 20017

Phone: (202) 541-3185
Fax: (202) 541-3339
E-mail: ngermain@usccb.org



CSMG 2018 Exhibitor Terms & Conditions

Criteria for Exhibitors:

- Exhibitors, whether commercial or non-profit, offer services or products compatible with the mission of CSMG and the teaching of the Catholic Church.
- CSMG reserves the right to limit the number of exhibitors, and must approve each exhibitor in advance and in writing.
- Application to exhibit at CSMG 2018 indicates acceptance of CSMG's terms and conditions for exhibitors.

Exhibitor Terms and Conditions:

- **Deadline for application:** CSMG staff must receive the *Exhibitor Application* no later than **Friday, December 29, 2017**. CSMG staff will review each application and notify applicants of their status as soon as possible.
- **Notification of approval and fee:** Approved exhibitors will be notified by e-mail, and will receive instruction and a password to register and pay a fee of \$350.00 (includes 6% bank credit card/check processing fee) through CSMG online registration. Exhibitors who find it necessary to cancel their registration by December 29, 2017 will receive a full refund minus a \$50 administrative fee and the 6% bank credit card/check processing fee. Cancellations after December 29, 2017 will result in no refund.
- **Assignment of space:** Exhibit space is assigned first to CSMG collaborating organizations, and after that on a first come, first assigned basis. Reservation of exhibiting space will not be confirmed until payment is received in full. USCCB and CSMG reserve the right to remove displays or entire exhibits that are not compatible with the teachings of the Catholic Church.
- **Services provided:** Each exhibitor will be provided with a 6' skirted table with two chairs. Displays should generally be confined to tabletops, with one floor-stationed banner permitted. Other exhibit configurations must receive prior approval from the conference organizers. No pipe and drape, electricity, internet, or special security will be provided. Arrangements can be made with the hotel for internet and electricity access for a fee. Exhibitors are responsible for any additional cost incurred with the hotel, and will be invoiced after CSMG for any such additional expenses.
- **Approved access for exhibitors:** Status as an exhibitor at CSMG does not include admittance to any CSMG events (including pre-Gathering events), nor to any private meetings or events of partner organizations that take place during the Gathering. Approved exhibitors are also welcome to register to fully participate in the Gathering. The simplest way to do so is by using the "Exhibitor" option, and then selecting "Exhibitor Attendee" to register in both categories, and take care of payment at one time.
- **Display and distribution of materials:** Exhibitors may display and distribute materials only at their approved exhibit table. No materials are to be distributed in meeting rooms or placed on tables or chairs.
- **Security for exhibits:** Security of all exhibit display materials and personal items is the exhibitor's responsibility. Neither USCCB nor the Omni Shoreham Hotel will be responsible for lost or stolen items.
- **Authorized representative(s):** Exhibitors must wear the designated badges at all times during CSMG events. Exhibitors may have no more than two staff working at each exhibit table at one time. Exhibit personnel shall be restricted to owners, full-time employees, or other authorized representatives approved by CSMG to staff the exhibit stand during the published exhibit hours. Each exhibiting organization shall provide CSMG in advance with the name and title of the person(s) who will be staffing their exhibit and will be designated as responsible for the exhibit.
- **No Endorsement:** Permission to exhibit (if granted) confers only a limited license by CSMG to an exhibitor to use one or more exhibit space(s) to be assigned by CSMG for exhibition purposes at the Gathering. It does not and shall not be construed, interpreted, or described in any way to constitute approval, endorsement, or recommendation of exhibitors or their products, or in any manner create an agency relationship between USCCB or CSMG and exhibitors.
- **Breaking-down exhibits:** Exhibits break-down should not begin before 5:00 p.m. on Monday, February 5, 2018 and all exhibits must be taken down no later than 12:00 p.m. Tuesday, February 6, 2018. Neither USCCB nor the Omni Shoreham Hotel is responsible for items that are left after the break-down period.

Exhibitor Terms and Conditions (continued):

- Media, Social Media, and Recording Policy:
 1. **Professional media** organization representatives are required to obtain advanced accreditation to attend the Catholic Social Ministry Gathering (see CSMG [Media Accreditation](#) page).
 2. **Social media is encouraged at CSMG.** However, CSMG participants are responsible for their own use of social media during the Gathering, and are asked to be respectful of other participants, and to follow normal courtesies in this regard. Note the following exception about off the record sessions.
 3. **Off the record sessions** will be announced and/or posted at the beginning of some meetings, or noted in program materials. No social media posting, recording, or reporting of any kind is permitted from sessions that are announced as off the record.
 4. **Recording by participants** of entire sessions at CSMG for the purposes of posting, sharing, or distribution is not permitted. Any questions about recordings of CSMG keynotes, plenaries, or other presentations should be directed to the Coordinator.
 5. **Recording by CSMG staff** or official representatives will be taking place, and CSMG participants consent to being recorded. CSMG representatives will record or photograph some CSMG events in part or in full, and the U.S. Conference of Catholic Bishops (USCCB) may make recordings or photos available for official purposes. By your attendance at CSMG, you hereby agree that you may be photographed, videoed, or recorded and that such photography, video, and/or recording will be owned by USCCB and may be edited, modified and distributed by USCCB in any format chosen by USCCB.
- Protection of premises: Exhibitors acknowledge and agree to adhere to and be bound by a) all applicable fire, utility, and building codes; and b) all applicable rules, regulations and policies of the Omni Shoreham Hotel. No attachments of any kind may be made to the columns, walls, floors, or other parts of the building or furniture. All decorative materials used by exhibitors must be flame retardant. Exhibitors shall leave the exhibit space in the condition that it was in when exhibitors entered upon the premises, and shall not cause or permit others to cause any damage or disruption to the exhibit space or the facility.
- Failure to open exhibition: In the event that the premises of the hotel are destroyed or damaged; or the Gathering fails to take place as scheduled or is interrupted and/or discontinued; or access to the premises is prevented or interfered with by reason of any strike or work stoppage, lockout, injunction, act of war, act of terrorism, act of God, emergency declared by any governmental agency, curtailment of transportation facilities, or any other situation making it inadvisable, illegal, unreasonable, or impossible to provide the facilities or to hold the Gathering, this contract may be terminated by CSMG. In the event of such termination, exhibitors waive any and all claims for damages and agree that the sole liability of CSMG shall be to return the exhibitor fee, less the exhibitor's pro-rata share of all costs and expenses incurred and committed by CSMG.
- Additional terms and conditions: Additional terms and conditions may be specified by CSMG staff or the event hotel.

Further Instructions for Exhibitors:

- After applying to exhibit at CSMG 2018 and receiving approval, exhibitors will be instructed to complete arrangements (and registration if desired) via CSMG online registration. Online payment options are also available.
- Exhibitors needing to cancel or modify a request to exhibit should send requests to Nicole Germain (ngerman@usccb.org) no later than December 29, 2017 in order to receive a full refund minus a \$50 administrative fee and the 6% bank credit card/check processing fee. Cancellations after December 29, 2017 will result in no refund.
- Notify Nicole Germain (ngerman@usccb.org) no later than Wednesday, January 31, 2018, with the total number of packages shipped and a description of the contents. Packages/boxes will be delivered to your exhibit table after you check in at the CSMG Registration Desk.
- Any exhibit items shipped to the Omni Shoreham Hotel should not arrive prior to Wednesday, January 31, 2018. There will be an additional \$25.00 charge per day for all days beyond the three-day window, and you will be charged after the Gathering if you incur storage/handling fees. When shipping items to the hotel each label should include the information shown on the example below, inserting your own information in place of the red text.

From: [Name of person from your organization responsible for receiving the box(es)]
[Total number of] boxes
[Your organization]
[Your address]
[Your phone number]

To: Omni Shoreham Hotel
Attention: Nicole Germain, Catholic Social Ministry Gathering
2500 Calvert Street NW
Washington, District of Columbia 20008 USA
Phone: 202-234-0700

HOLD FOR ARRIVAL