



CSMG 2013



www.catholicsocialministrygathering.org

Exhibitor Information and Application

What is the Catholic Social Ministry Gathering?

The Catholic Social Ministry Gathering (CSMG) is an annual event organized through the partnership of 16 national Catholic organizations. It is rooted in the Sacraments, the Word of God and the Church's living Catholic social tradition that builds solidarity, knowledge, and skills among social ministry leaders in local dioceses, religious congregations, Catholic educational institutions, and national Catholic organizations. For more than 20 years, Social Action Directors have come together at CSMG from many of the 194 Catholic dioceses in the United States. They are joined by bishops, other diocesan staff, representatives of major national and international Catholic organizations, and prominent leaders in parish social ministry, volunteer organizations, and university faith and justice programs, totaling approximately 500 participants. The theme for this year's Gathering is *Promoting Human Life and Dignity in the Year of Faith*.

Why exhibit at the 2013 Catholic Social Ministry Gathering?

Exhibiting at CSMG provides your organization an opportunity to introduce your programs, services, and products to influential 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. At CSMG your organization will have visibility among approximately 500 professional and emerging Catholic leaders active in fields including diocesan and parish planning, public policy, youth and adult catechesis, volunteer formation and training, and to such major partner organizations as Catholic Relief Services, Catholic Charities U.S.A., and the United States Conference of Catholic Bishops.

Applying to exhibit at the Catholic Social Ministry Gathering.

Prospective exhibitors are asked to review the enclosed *Exhibitor Policy and Guidelines*, and then complete and return the *Application to Exhibit* by **Friday, January 18**. CSMG staff will review each application and provide a response as soon as possible. Approved exhibitors will be notified by e-mail, and then invoiced for the fee of \$275.00, payable by check only. All payments must be received no later than January 31. Exhibit space is assigned first to CSMG partner organizations, and after that on a first received, first assigned basis. No space assignment will be confirmed until payment is received in full. All exhibits must be approved in advance, and must be compatible with the mission of CSMG and the teaching of the Catholic Church.

CSMG 2013 will be held in Washington D.C. at the Marriott Wardman Park Hotel. Each exhibitor will be provided with a 6' skirted table with two chairs. The highest traffic from participants in the Gathering will be from 12 noon on Sunday, February 10 through 2:00 p.m. on Wednesday, February 13. Exhibitors may set up as early 12 noon on Friday, February 8, as the Gathering is preceded by two days of meetings for partner and affiliated organizations. However, once set up exhibits should not be taken down before Wednesday, February 13. Exhibitors are invited to occupy their assigned tables as often as possible, but especially during high-traffic times such as scheduled breaks and transitions between major events such as Masses, meals, and plenary sessions. For further details about CSMG 2013, our partners, or exhibiting at the gathering visit www.catholicsocialministrygathering.org.



Exhibitor Policy and Guidelines

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 writing.
- Application to exhibit at CSMG 2013 indicates acceptance of CSMG's terms and conditions for exhibitors.

Terms and Conditions

- Deadline for application: **CSMG staff must receive the *Application to Exhibit* no later than Friday, January 18.**
- Notification of approval and fee: Approved exhibitors will be notified by e-mail, and then invoiced for the fee of \$275.00, payable by check. All payments must be received no later than January 31. No refunds will be provided for cancellation by an exhibitor after this date.
- Assignment of space: Exhibit space is assigned first to CSMG partner organizations, and after that on a first received, first assigned basis. No space assignment will 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, and displays should be confined to tabletops. No pipe and drape, electricity, internet, or special security will be provided. Exhibitors will be invoiced after CSMG for any orders placed with the hotel beyond what CSMG provides. The exhibitor is responsible for any additional cost incurred.
- 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. Exhibitors are welcome to register for the Gathering separately.
- Display and distribution of materials: Exhibitors may display materials only in approved locations. Distribution of materials is to be done from the exhibit tables only. No materials are to be distributed in the meeting rooms or put on the tables and chairs.
- Security for exhibits: Security of all items in the booth is the exhibitor's responsibility. Neither USCCB nor the Marriott Wardman Park 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 who are actually staffing 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 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: Exhibit break-down begins at 12:30 p.m. on Wednesday, February 13, and all exhibits must be taken down no later than 2:00 p.m. on that day. Neither USCCB nor the Washington Marriott Wardman Park is responsible for items that are left after the breakdown period.

Terms and Conditions (continued)

- **Photo/Video/Audio Recording:** No photographic, video and/or audio recording of CSMG-related presentations, liturgies, or other functions is permitted without prior permission from the Program Coordinator. Members of the press or media should see the Press/Media Accreditation page available through the official web page for the Gathering. Exhibitors may not invite members of the media/press to the exhibition unless the member of the media/press has obtained appropriate credentials from CSMG. CSMG 2013 staff or contractors may record plenary sessions, workshops, liturgies, or other CSMG functions in part or in full to make them available after the meeting for official purposes. By your attendance at the Catholic Social Ministry Gathering, you hereby agree that you may be photographed, videotaped, or recorded and that such photography, videotape, and/or recording will be owned by USCCB and may be edited or modified and distributed by the USCCB in any format chosen by the 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 Marriott Wardman Park Hotel. No attachments of any kind may be made to the columns, walls, floors, or other parts of the building or furniture without prior written permission from CSMG staff and the hotel. 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 Details

- Once you have received a confirmation e-mail and invoice, a check made payable to USCCB-JPHD should be sent to: **USCCB-JPHD; attention of Yolanda Taylor-Burwell; 3211 Fourth Street, NE; Washington, DC 20017**
- Exhibitors needing to cancel or modify a request to exhibit should send requests to Yolanda Taylor-Burwell (ytaylor-burwell@usccb.org) no later than January 31, 2013 in order to receive a refund less a \$100.00 processing fee. Refunds will not be provided for cancellations received after this date.
- Notify Yolanda Taylor-Burwell (ytaylor-burwell@usccb.org) no later than Wednesday, February 6, 2013, with the total number of packages shipped and a description of the contents. Packages/boxes will be delivered to your pre-assigned exhibit table. Please note that you will be charged after the Gathering if you incur storage/handling fees.
- The Marriott Wardman Park Hotel charges a handling and storage fee for items shipped to the hotel prior to the Gathering. The handling fee is \$30.00 per box or item. Storage fees will be determined. When shipping items to the hotel, each label should include the information shown on the example below. Please insert correct information for all red text in brackets.

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: Marriott Wardman Park Hotel
 Attention: Yolanda Taylor-Burwell
 Catholic Social Ministry Gathering
 2660 Woodley Road NW
 Washington, District Of Columbia 20008 USA
 Phone: 202-328-2000

HOLD FOR ARRIVAL – [February 8, 2012]



Exhibitor Application

Please complete this form and return it to the address below so that it is received by January 18, 2013.

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 2013. The staff of CSMG and USCCB is hereby authorized to assign and reserve exhibition space at CSMG 2013 for the organization stated above. I understand that permission to exhibit is not confirmed until receipt of written confirmation and an invoice from the CSMG staff. I hereby acknowledge and agree to comply with the *Exhibitor Policy and Guidelines*, and to communicate that information to any others who will work at our exhibit during CSMG 2013.

Date

Signature

Please e-mail or fax your completed form to:

Yolanda Taylor-Burwell
USCCB-JPHD
3211 Fourth Street, N.E.
Washington, DC 20017

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