



Fourth African National Eucharistic Congress
July 21 - 23, 2023
Catholic University of America Conferences and Pryzbyla
620 Michigan Avenue, NE, Washington, DC 20064



Exhibit and Terms Application Form

Please read the *Exhibition Regulations* for complete information about exhibiting. PCMRT/SCDC will handle all aspects of exhibitor registration. Complete the application and submit it with a check made payable to ANEC/PCMRT/USCCB.

Exhibit Space is assigned on a first received, first assigned basis, and will not be reserved until the exhibit application and fee is received. Two people may attend the exhibition on behalf of your organization as part of the exhibit space fee. Additional personnel may be designated, but fees apply.

Your application and fees must be received to our office by June 20, 2023. A confirmation letter will be emailed to the applicant once space has been assigned. All correspondence will go to the contact person listed on the application which is below. All correspondence, questions and applications should be directed to: Sr. Joanna Okereke, HHCJ - jokereke@usccb.org or 202-541-3359.

Please complete the following contact information, as you would like it to appear in printed materials.

Contact name:		
Organization name:		
Website address:		
Badge names:	Second person:	
Address:		
City	State:	Zip code:
Phone number:	Email address:	

Fees	Quantity	Unit Cost	Total Cost
Exhibit tabletop space fee		\$275.00	\$
Additional exhibit tabletop		\$79.00	\$
Additional staff @ \$59.00 per person		Additional person:	Additional person:
Total payment due			\$

ACCEPTANCE OF TERMS

Exhibitor hereby applies for an exhibit space on the terms stated herein and in the accompanying *Exhibition terms*, which are hereby incorporated by reference and made part of this Exhibit application.

Name: _____

Signature: _____ Date: _____

Control Number: _____

(If tax receipt is requested a control number will be assigned and receipt mailed to the donor)



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1. Who can exhibit at the Eucharistic Congress?

Catholic leaders, academic institutions, and organizations whose work is to advocate for cultural diversity in the Church and the Catholic Church Social Teaching in an arch/diocese, parish, Catholic academic institution, or other local, national or international Catholic organizations.

2. What should I display during the Eucharistic Congress?

The organization should provide useful information to attendees about their programs and services that promote cultural diversity, social justice, peace, human life and dignity, and African and domestic concerns. Plan to bring enough materials for approximately 500 attendees.

3. How soon can I apply?

The application process for requesting permission to exhibit at the Eucharistic Congress will begin in January 2023. **There is a limited amount of space available. Applications will be accepted on a first-come, first-served basis. Register early.**

The sponsors reserve the right to deny exhibit space to those organizations whose mission are unrelated to or lack support of Cultural Diversity in the Church and Catholic social teaching.

4. Is there a deadline to submit applications?

Applications will be accepted until space runs out or until June 6, 2023.

5. How will I know if my application was accepted?

Once your application has been approved, you will receive an email from pcmrt@usccb.org, including a confirmation letter, receipt, and any additional exhibit information.

6. Is there a fee to exhibit at the Eucharistic Congress?

Yes, the exhibitor fee is \$275.00 for the entire conference (Thursday, July 20, 2023 – Saturday, July 22, 2023). **The exhibitor fee does not include participation in the Eucharistic Congress**; separate registration is required to attend the Eucharistic Congress.

7. What is included with the exhibit fee?

One (6) foot table, two chairs, and a basic sign.

If the exhibitor requests or uses more than the items above, the exhibitor is responsible for all additional costs incurred and will be invoiced before the Eucharistic Congress. The additional request must be made by June 10, 2023.

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8. When will I be able to set up and breakdown my exhibit?

Exhibit setup opens on Thursday, July 20, 2023, from 8:00 a.m. - 11:00 a.m.

Exhibits must be removed from the Exhibit Hall on Saturday July 23, 2023, by 6:00 p.m.

The exhibitor is also responsible for the packing and shipping of any materials at the conclusion of the Congress.

Neither the USCCB-SCDC, ACCCRUS, nor NAACUS nor the Catholic University of America is responsible for items that are left during the Congress or after the breakdown period.

USCCB/PCMRT, ACCCRUS and NAACUS have the right to remove displays that do not comply with the USCCB Secretariat of Cultural Diversity in the Church priority and Catholic Social Teachings of the Church.

9. Will I be able to attend some of the activities associated with the Eucharistic Congress?

Only if you have registered to attend the Eucharistic Congress.

10. How will I keep my items secure if I am away from the exhibit area?

Security of all items in the booth is the exhibitor's responsibility. Neither the USCCB-PCMRT, ACCCRUS, NAACUS nor the Catholic University of America will be responsible for lost or stolen items.

11. What are the exhibit hours?

Thursday, July 20, 2023: Noon - 8 p.m.

Friday, July 21, 2023: 9 a.m. - 9 p.m.

Saturday, July 22, 2023: 2 p.m. - 5:00 p.m.

12. What should I do with any extra items after the Eucharistic Congress?

It is the exhibitor's responsibility to remove all their items from the exhibit room before the hall closes on Sunday, July 23, 2023. The exhibitor is also responsible for the packing and shipping of any of their materials at the conclusion of the Eucharistic Congress.

13. Will I be able to cancel my request to exhibit?

If it is necessary to cancel, please email your request to pcmrt@usccb.org before than June 1, 2023. You will receive an email from pcmrt@usccb.org to confirm cancellation.

14. Is there a cancellation fee?

Yes, there is a \$79.00 processing fee.

Cancellations received after June 1, 2023, will not be eligible for a refund.

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