



Christian Outreach Office
1235 University Boulevard
Steubenville, Ohio 43952-1763
740-284-5482

www.steubenvilleconferences.com

Dear Vendor,

Thank you for your interest in being a vendor at our Summer Adult Conferences. One of the benefits of working in such a vibrant Catholic environment is the ability to see how many people are dedicated to the work of the Church. Priests, lay people, religious educators, young adults, youth ministers, religious sisters—all here to be refreshed, to network, to learn more about their faith, and to discover what other opportunities are available to assist them in their work. On average, we have over 3,500 people who come to our Adult Summer Conferences from all over the country. Each Adult Conference tends to minister to specific groups, but often times we find that participants are engaged in all sorts of wonderful Catholic groups and activities.

Our vendor area is right outside the University Bookstore, which is one of the most popular places on campus during the Conferences. It is an open space in the JC Williams Student Center and attracts a great deal of traffic. Our policies are guided by the University Vendor Solicitor Policies (see below). In general, if you would like to sell a product or if you want to advertise for merchandise to be sold, you must sell your product only through the Bookstore. *No monies or orders can be taken at vendor tables.* However, basic information about your organization is acceptable.

If you would like to have a table you must send a completed application postmarked by **Friday May 13, 2016**. Please send the completed application via email, fax, or to the Christian Outreach Office (address above) with attention to Martin Watjen. Space is limited and will be considered on a first come, first serve basis. If you have any questions about space or pricing, please feel free to contact me.

Please note: If you would like to attend the Conference and/or purchase a meal plan or housing, this would be in addition to the cost of renting a vendor table. Please register through our website (steubenvilleconferences.com) or call (740) 283-6315. If you are a vendor and would like to purchase an Ad in our program book, the due date for artwork is **Friday, April 01, 2016 by 4:30pm EST**.

Thank you and God bless your works

A handwritten signature in black ink that reads "Martin Watjen". The signature is written in a cursive, flowing style.

Martin Watjen
Conference Budget and Adult Registration Manager
Franciscan University of Steubenville
1235 University Blvd
Steubenville, OH 43952
mwatjen@franciscan.edu

Vendor and Exhibitor Policies



VENDORS & OUTSIDE ORGANIZATIONS

*FUS Campus Vendor Solicitor Policy: Distribution of literature during the summer conferences will be limited to specific tables and/or locations that have been approved by the Vendor Committee. Literature must be consistent with the mission statement of the University and must not promote organizations or events that are in direct competition with the University. **Any group or organization wishing to distribute literature at the summer conferences must receive prior approval from Martin Watjen before Friday May 13th, 2016.***

The Christian Outreach department retains final approval in all matters pertaining to organizations and vendors that request display space at the Steubenville summer conferences. These arrangements are made in conformity with the University Vendor Policy. All displays will be located in the lower level of the J.C. Williams Center.

- Distribution of literature during the summer conferences will be limited to 8 foot tables in the lower level of the J.C. Williams Center.
- Space will be awarded on a first-come, first-served basis.
- Per the University's Vendor Policy, no monetary transactions or donations may occur at the display table. Any sales must go through the University Bookstore.
- No literature may be displayed that promotes an event that directly competes with a Franciscan University conference, pilgrimage, admissions, or other outreach.
- Vendors are responsible for staffing their own display table. Franciscan University and the Christian Outreach Office are not responsible for lost or damaged items due to unstaffed display tables. All items must be removed by 4:00 pm EST on July 31st, 2016.
- It is the responsibility of each vendor to pay for the shipping of their materials.
- When shipping materials clearly label the outside of the package as to which conference you would like the materials to be displayed. **Unlabeled packages run the risk of not being put on display.**
- Please ship all materials to the attention of:
Mr. Dave Fatula
J.C. Williams Center
Franciscan University of Steubenville
1235 University Boulevard
Steubenville, OH 43952

Rental Fees for this space are:

- \$200 per conference for conferences with attendance under 500 (Priests/Deacons/Seminarians Retreat & St. John Bosco Conference).
- \$350 per conference for conferences with attendance over 500 (Power & Purpose Conference, Applied Biblical Studies Conference, & Defending the Faith Conference).
- Vendors will receive a 10% discount if they want to leave their display up for all 5 adult conferences.



Vendor and Exhibitor Application

(Due May 13, 2016)

Exhibitor Info:

Organization Name: _____ Website: _____

Main Contact: _____ Email Address: _____

Main Phone: _____ How Many Will Staff Exhibit? _____

Street Address: _____ City: _____ State: _____ Zip: _____

Conference(s) at which you wish to exhibit:

- Power & Purpose Conference: June 10-12, 2016
- Priests/Deacons/Seminarians Retreat: June 20-24, 2016
- St. John Bosco Conference: July 18-21, 2016
- Applied Biblical Studies Conference: July 27-29, 2016
- Defending the Faith Conference: July 29-31, 2016

Describe Mission/Purpose of your organization:

Is this your first time as a Steubenville summer conference exhibitor? Yes // No

If no, list below at which other summer conferences you have been an exhibitor:

At what other events have you been an exhibitor?

Describe what your exhibit will look like. Include any handouts and information sheets with the application.

- For \$100, I would like my organization to receive a color half page (5 ½ X 4 ¼ in.) ad in the conference program book. (This can include an enticement to one's booth or webpage.)
- For \$175, I would like my organization to receive a color whole page (5 ½ X 8 ½ in.) ad in the conference program book. (This can include an enticement to one's booth or webpage.)

Checks should be made payable to "Franciscan University" and mailed to:

**Christian Outreach Office
Franciscan University of Steubenville
1235 University Boulevard
Steubenville, OH 43952**

Any related ad artwork should be e-mailed to Martin Watjen, Conference Budget and Adult Registration Manager, at mwatjen@franciscan.edu by Friday, April 01, 2016 by 4:30 pm EST.