

# Franciscan University Steubenville Conferences

Exhibitor Policies, Levels, Layouts



STEUBENVILLE  
CONFERENCES



Dear Exhibitor,

Thank you for your interest in being an exhibitor 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 exhibitor area is located in the JC Williams Center, one of the most popular places on campus during the Conferences. Our policies are guided by the University Vendor Solicitor Policies. 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 exhibitor tables.* However, basic information about your organization is acceptable.

If you would like to have a table, please send me a completed application to the mailing address below or via e-mail at [mwatjen@franciscan.edu](mailto:mwatjen@franciscan.edu) . Such correspondence should be postmarked no later than **Friday, June 02, 2017**. 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.

Another opportunity we provide is the option of advertising in our program book, handed out at all of our adult conferences. This book is printed in full color and is seen by ~3600 people throughout the summer. The due date for any such related artwork for advertising would be due no later than **Friday, March 31, 2017 by 4:30pm EST.**

Thank you and God bless your works

Martin Watjen  
Conference Budget and Adult Registration Manager  
Franciscan University of Steubenville  
1235 University Blvd  
Steubenville, OH 43952  
[mwatjen@franciscan.edu](mailto:mwatjen@franciscan.edu); (740) 284-5482



# Exhibitor Policies

*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 Christian Outreach Office. Literature must be consistent with the mission 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 June 2<sup>nd</sup>, 2017.***

The Christian Outreach Office retains final approval in all matters pertaining to organizations and exhibitors that request display space, as well as advertising, 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 6 foot tables in the upper and lower levels 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.
- Exhibitors 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 30<sup>th</sup>, 2017.

# Exhibitor Policies cont.

- It is the responsibility of each exhibitor 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**

# Levels and Layouts

Silver, Gold, Gold+, Platinum

# All Levels Include

- 1 Free Conference Registration
  - (This does not include meals or housing. Other registrations may be purchased separately.)
- 1- 6' Skirted Table
- Access to standard 120 volt power outlet
- Shuttle service to and from hotels

# Level: Silver

- TABLE AT CONFERENCE OF YOUR CHOICE ON **LOWER** LEVEL
- \$350.00

# Level: Gold

- TABLE AT POWER & PURPOSE, APPLIED BIBLICAL STUDIES & DEFENDING THE FAITH CONFERENCES
- TABLE ON **LOWER** LEVEL OF JCWC
- FULL PAGE AD IN PROGRAM BOOK
- MENTION IN EMAIL TO ALL PARTICIPANTS PRIOR TO CONFERENCE LETTING THEM KNOW OF YOUR PRESENCE
- MENTION IN EMAIL AFTER CONFERENCE REMINDING PARTICIPANTS TO GO TO YOUR WEBSITE
- YOUR LOGO ON SCREEN IN MAIN VENUE BEFORE PROGRAMMING STARTS
- \$1250.00



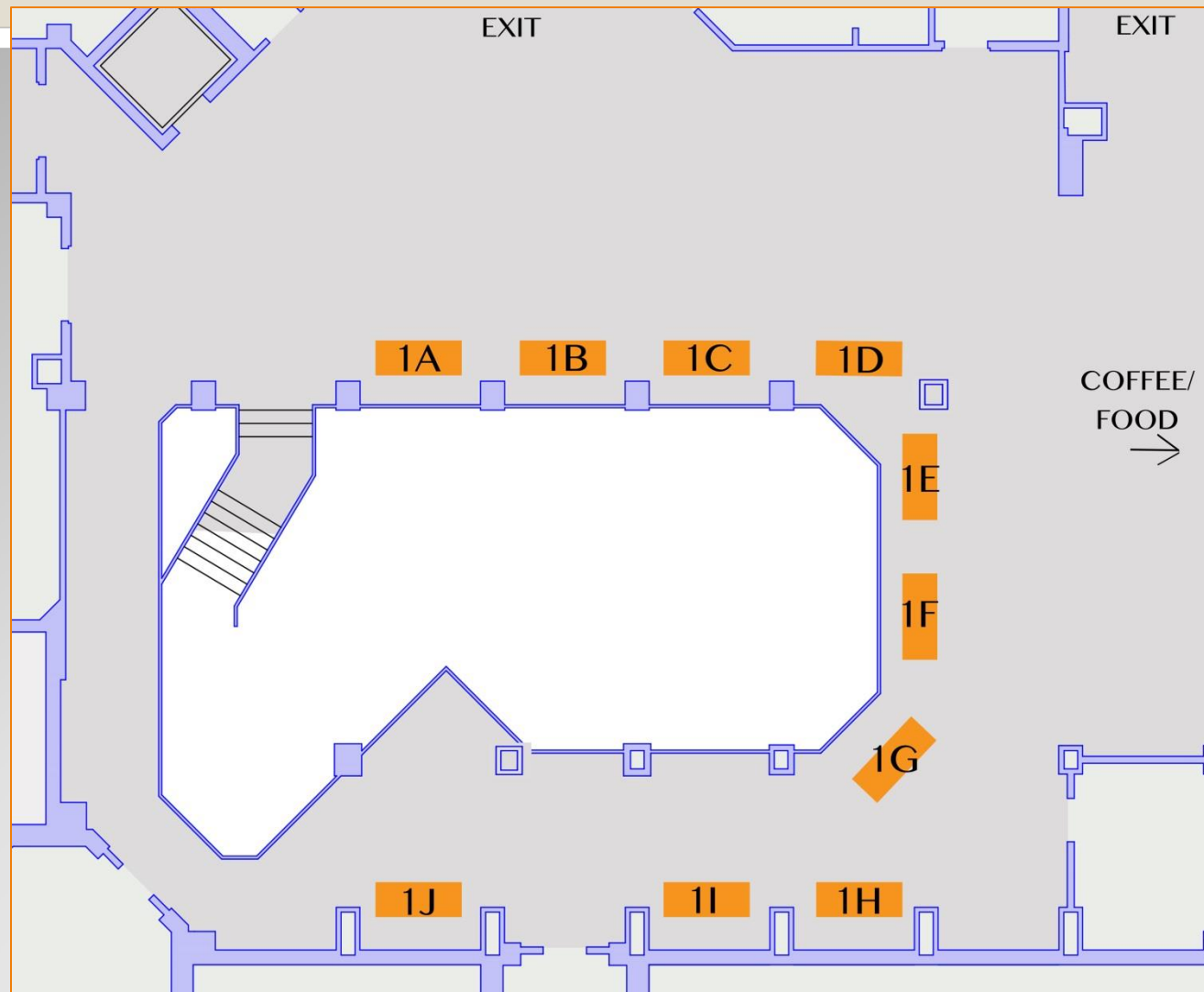
# Level: Gold +

- TABLE AT ALL 5 ADULT CONFERENCES
- TABLE ON **LOWER** LEVEL OF JCWC
- FULL PAGE AD IN PROGRAM BOOK
- MENTION IN EMAIL TO ALL PARTICIPANTS PRIOR TO CONFERENCE LETTING THEM KNOW OF YOUR PRESENCE
- MENTION IN EMAIL AFTER CONFERENCE REMINDING PARTICIPANTS TO GO TO YOUR WEBSITE
- YOUR LOGO ON SCREEN IN MAIN VENUE BEFORE PROGRAMMING STARTS
- \$1450.00

# Level: Platinum

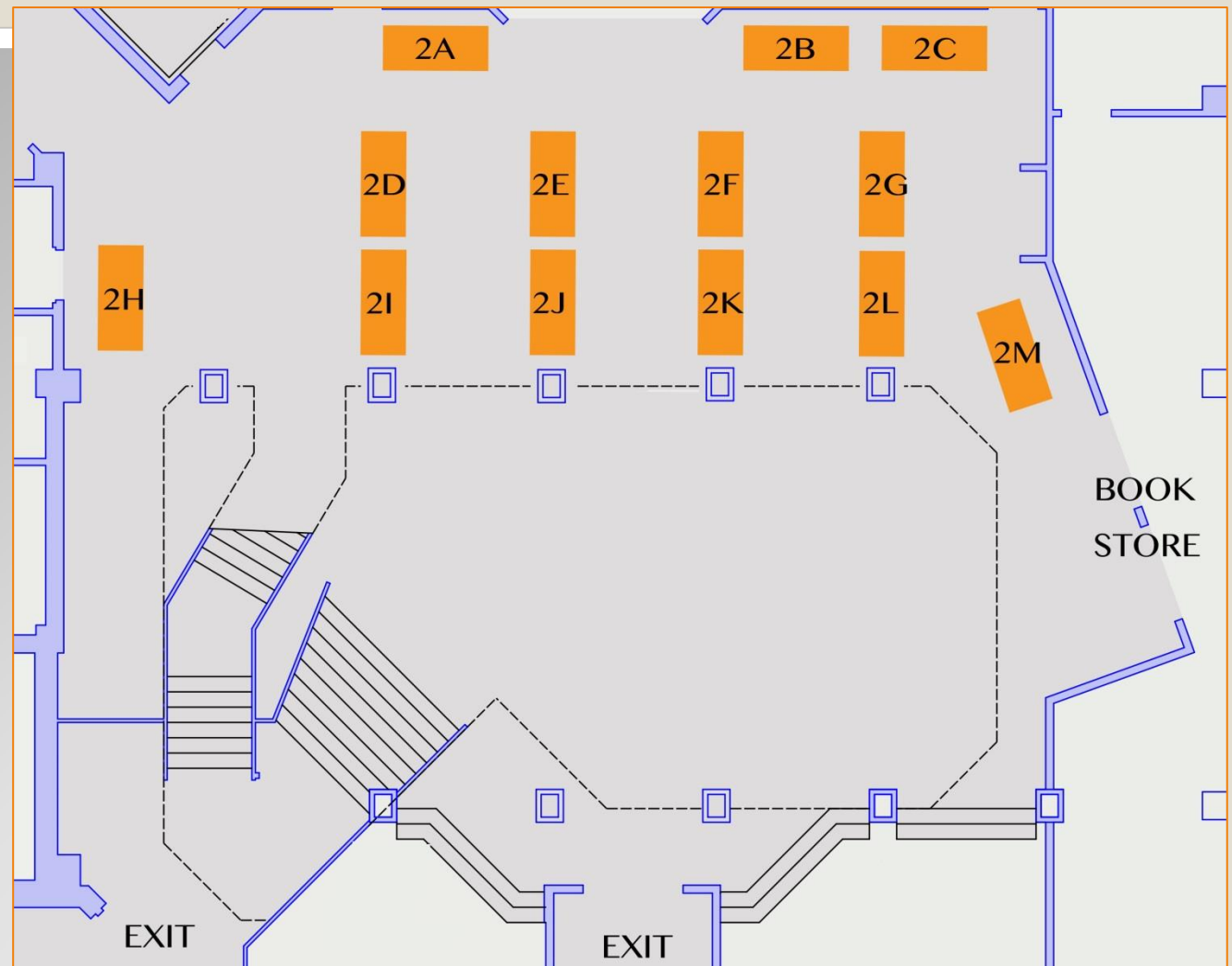
- TABLE AT ALL 5 ADULT CONFERENCES
- TABLE ON **UPPER** LEVEL OF JCWC
- FULL PAGE AD IN PROGRAM BOOK
- MENTION IN EMAIL TO ALL PARTICIPANTS PRIOR TO CONFERENCE LETTING THEM KNOW OF YOUR PRESENCE
- MENTION IN EMAIL AFTER CONFERENCE REMINDING PARTICIPANTS TO GO TO YOUR WEBSITE
- YOUR LOGO ON SCREEN IN MAIN VENUE BEFORE PROGRAMMING STARTS
- \$1750.00

- Actual table locations
- Call for availability
- For Platinum Level only



## Layout: Upper Level

- Actual table locations
- Call for availability
- For plans Silver, Gold, Gold+



## Layout: Lower Level

# Program Book Advertising

- Full page (5 ½"x8 ½")
- Color
- Handed out at all 5 adult conferences
  - Seen by ~3600 adult conference attendees
- \$300