

# Franciscan University Steubenville Conferences

Exhibitor Policies, Description and 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, or directing people to your website 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). 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.

All vendors will be listed on the adult conference cell phone app under the “Exhibitor” page.

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 2 weeks before the start date of a conference.***

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 29<sup>th</sup>, 2018.

# 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:

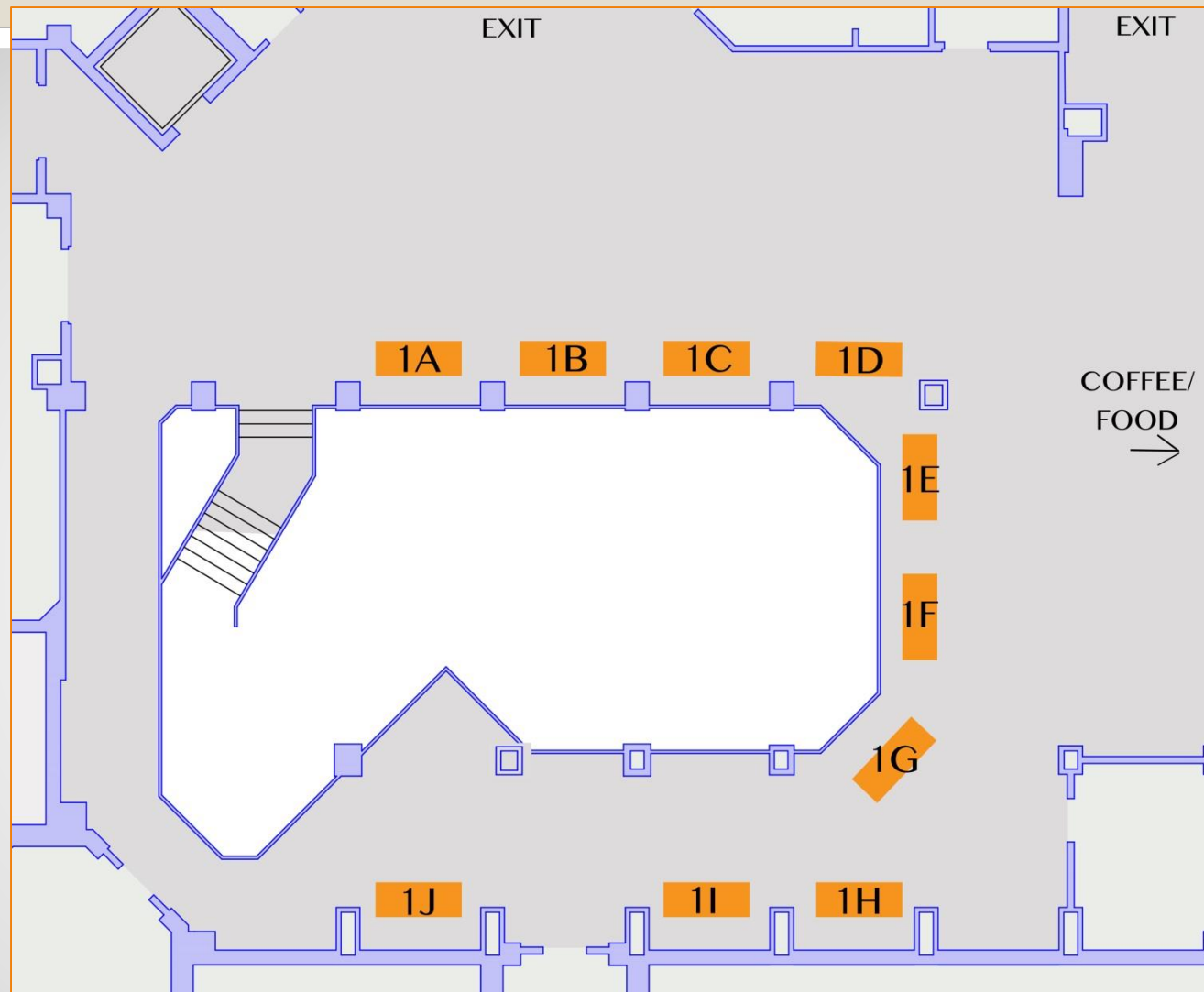
**Mr. Dave Fatula**  
**J.C. Williams Center**  
**Franciscan University of Steubenville**  
**1235 University Boulevard**  
**Steubenville, OH 43952**

# Description and Layouts

# All Exhibitors Will Receive

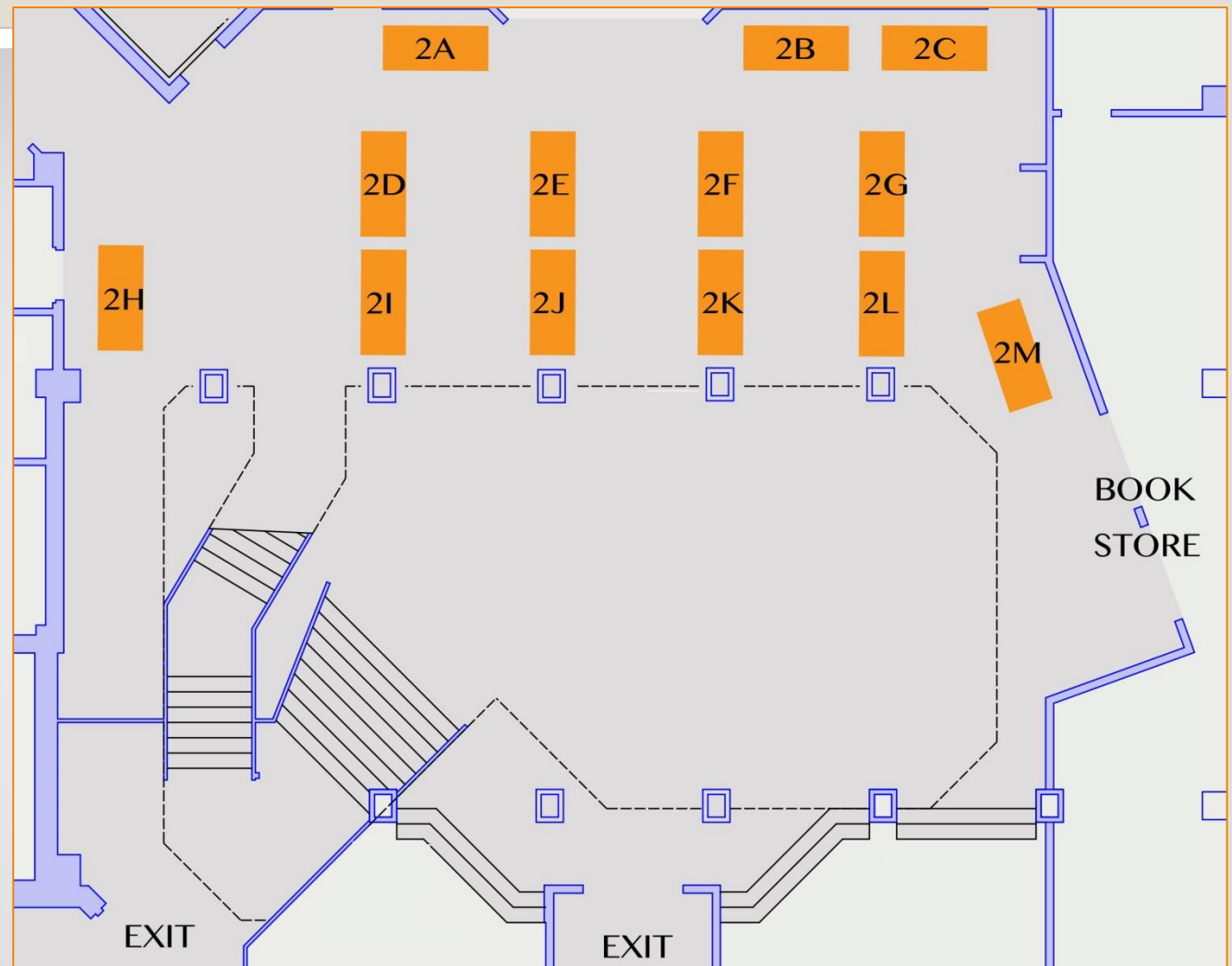
- (1) Free Conference Registration
  - *This does not include meals or housing. Other registrations may be purchased separately.*
- (1) 6' skirted table on either upper or lower floor, pending availability
- Access to standard 120 volt power outlet
- Shuttle service to and from hotels
- (1) Listing of your organization on the adult conference cell phone app
  - *Includes a link to a website of your choosing*

- Actual table locations
- Call for availability



## Layout: Upper Level

- Actual table locations
- Call for availability



## Layout: Lower Level