

# FRANCISCAN UNIVERSITY STEUBENVILLE CONFERENCES

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Exhibitor Package, Layout, and Policies





## WELCOME LETTER

Dear Prospective Exhibitor,

Thank you for your interest in exhibiting at our summer Steubenville Adult Conferences, renowned for their vibrant Catholic environment. Priests, lay persons, religious educators, young adults, youth ministers, religious sisters come to be refreshed, to network, to grow deeper in their faith, and to build ministry skills. Each Adult Conference has its own specific audience based on their spiritual, formative, and ministry needs. Review the [Adult Conferences](#) descriptions to see which one(s) would benefit most from your products or services.

## WELCOME LETTER (CONTINUED)

- ▶ The exhibitor tables are strategically located in the most popular area on campus during the Conferences: right next to the main coffee shop and Campus Bookstore in the J.C. Williams Center. Here you may distribute *free informational material only*.
- ▶ All exhibitors will also be listed on the Steubenville Adult Conferences Cell Phone App under the “Exhibitor” tile.
- ▶ ***No sales or donations may be transacted at exhibitor tables. Any sale of products must be prearranged with and sold through Franciscan University’s Campus Bookstore at [store@franciscan.edu](mailto:store@franciscan.edu) or 740.283.6271.***

# WELCOME LETTER (CONTINUED)

## To reserve a table:

- ▶ *Please read the exhibitor policies in this document before submitting your application for table reservation.*
- ▶ Submit your application for registration application no later than May 21, 2021.
- ▶ Wait for the approval email.
- ▶ Any credit card charges will be withheld until your application is approved.

## WELCOME LETTER (CONTINUED)

As of April 6, 2021, we must cap each *adult* conference registration at 800 maximum participants, due to COVID-19 restrictions. Capacity could increase over the next couple months. See our COVID-19 Policies [here](#).

We hope you can join us and our Adult Conferences guests this year!

-Colleen D. Rainone

*Director of Sales, Engagement, & Publications*



# EXHIBITOR PACKAGE & LAYOUTS

Price and What's Included



**\$300**

(per table, per conference)





## WHAT'S INCLUDED

- ▶ (1) 6' skirted table on either upper or lower floor of J.C. Williams Center, pending availability
- ▶ Access to standard 120 volt power outlet
- ▶ Shuttle service to and from hotels



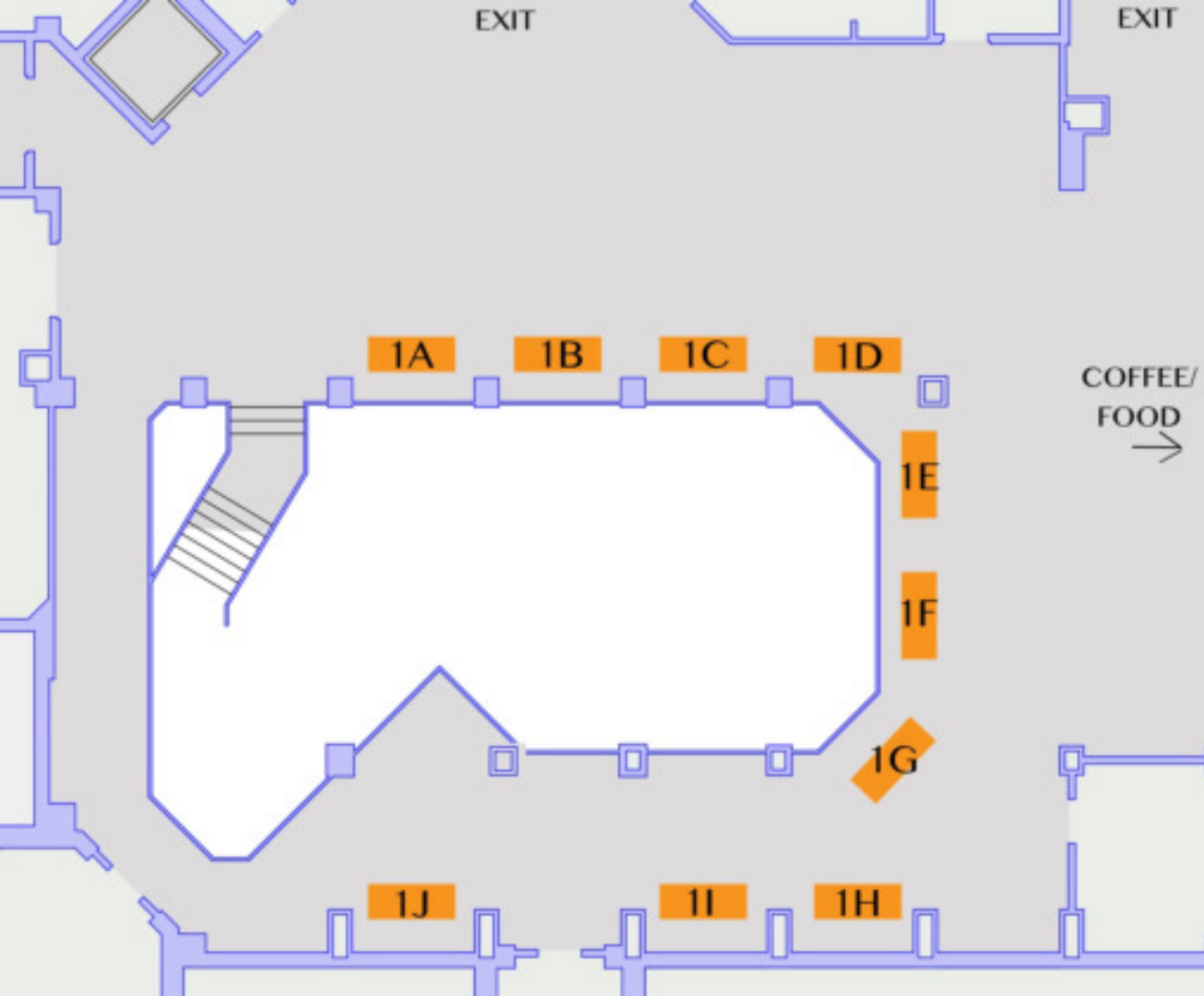
# WHAT'S INCLUDED (CONTINUED)

- ▶ **Listing of your organization on Adult Conferences Cell Phone App**
  - ▶ Post a summary (up to 250 words) of the organization's mission/vision/purpose
  - ▶ Link to your organization's website
  - ▶ Listing can be viewed by participants throughout ALL summer Adult Conferences



# EXHIBITOR REGISTRATION DOES NOT INCLUDE:

- ▶ Access to the conference talks
- ▶ Meal Plan
- ▶ Dorm style housing
- ▶ In order to obtain these please register for your specific conference at <https://steubenvilleconferences.com/adult/>
- ▶ Meal plans and Housing are only available to those that register for the conference



# LAYOUT

## UPPER

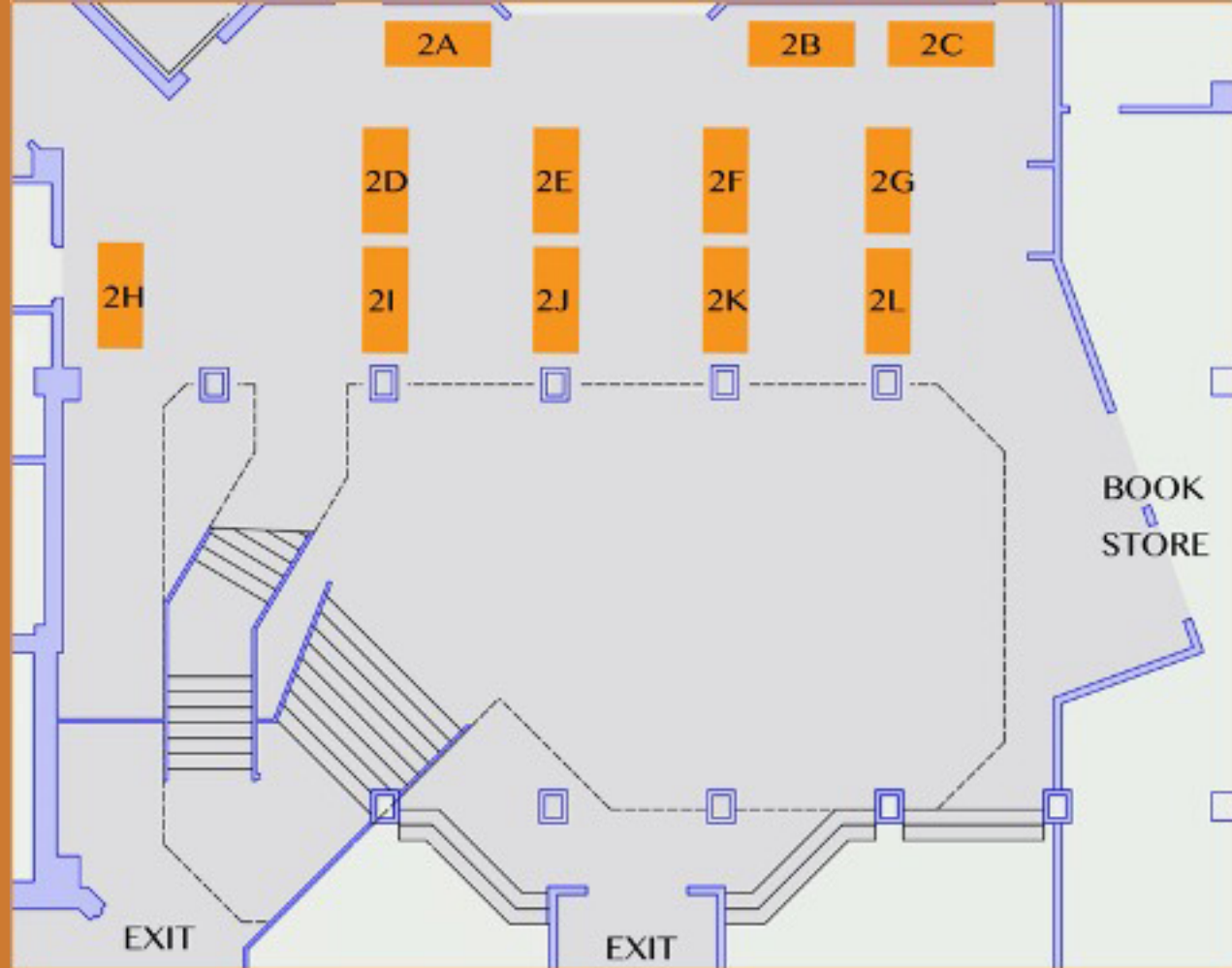
### LEVEL



- Table locations near coffee shop
- Tables reserved on a first-come, first-served basis
- Table locations subject to change

# LAYOUT LOWER LEVEL

- Table locations near Campus Bookstore
- Tables reserved on a first-come, first-served basis
- Table locations subject to change





## EXHIBITOR POLICIES

The Office of Outreach & Evangelization retains final approval in all matters pertaining to organizations that request to display and promote materials at the Steubenville Adult Conferences. These arrangements are made in conformity with the University Vendor Policy.

**Franciscan University Campus Vendor Solicitor Policy:**

*Distribution of literature during the summer conferences will be limited to specific tables and/or locations that have been designated by the Office of Outreach & Evangelization. Literature must be consistent with the mission of the University but must NOT promote organizations or events that are in direct competition with the University (i.e., non-partner conferences, pilgrimages, university admissions, or other similar outreach.)*

No monetary transactions or donations may occur at the display table. Any product sales must be approved and prearranged through the University's Campus Bookstore at [store@franciscan.edu](mailto:store@franciscan.edu) or 740.283.6271.

- ▶ ***Any group or organization wishing to distribute literature at the adult summer conferences must submit their Exhibitor Application by May 21, 2021 for approval by the Director of Sales, Engagement and Publications.***
- ▶ Distribution of said literature must only occur at the exhibitor's reserved 6-foot table in in the J.C. Williams Center.
- ▶ Exhibitor tables will be assigned on a first-come, first-served basis.
- ▶ Exhibitors are responsible for staffing their own display table. Franciscan University and the Office of Outreach & Evangelization are not responsible for lost or damaged items due to unstaffed display tables. All items must be removed by 4:00 pm EST on August 1, 2021.

- ▶ It is the responsibility of each exhibitor to pay for inbound/outbound shipping of their materials.
- ▶ Clearly label the outside of each inbound package to the conference for which you reserved a table.
- ▶ **Unlabeled packages run the risk of not being put on display.**
- ▶ Please ship all materials to the attention of:

**Mr. Dave Fatula**

**[Conference Name] Exhibitor**

**Franciscan University of Steubenville**

**1235 University Boulevard**

**Steubenville, OH 43952**





# REFUND POLICY

- ▶ If Steubenville Conferences must cancel a conference for any reason, a full refund will be issued to the Exhibitor using the same payment method as originally received.
- ▶ If Exhibitors elect to cancel their reservation two weeks in advance of their reserved Conference, a full refund will be issued. Only 50% will be refunded within 7 business days prior to their reserved Conference.