

FRANCISCAN UNIVERSITY STEUBENVILLE CONFERENCES

Exhibitor Package, Layout, and Policies



STEUBENVILLE
CONFERENCES





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, and 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 Store 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 Store at 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 table reservation no later than May 16, 2022. Wait for the approval email before mailing in payment. Then mail in check payable to "Franciscan University" to: Office of Outreach and Evangelization, Franciscan University, 1235 University Blvd., Steubenville, OH 43952

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



8' Skirted Table

\$350

(1 table per conference)

\$600

(2 tables per conference)





WHAT'S INCLUDED

- ▶ (1) or (2) 8' skirted table(s) on either upper or lower level of J.C. Williams Center, pending availability
- ▶ Access to standard 120-volt power outlet
- ▶ Shuttle service to and from hotels

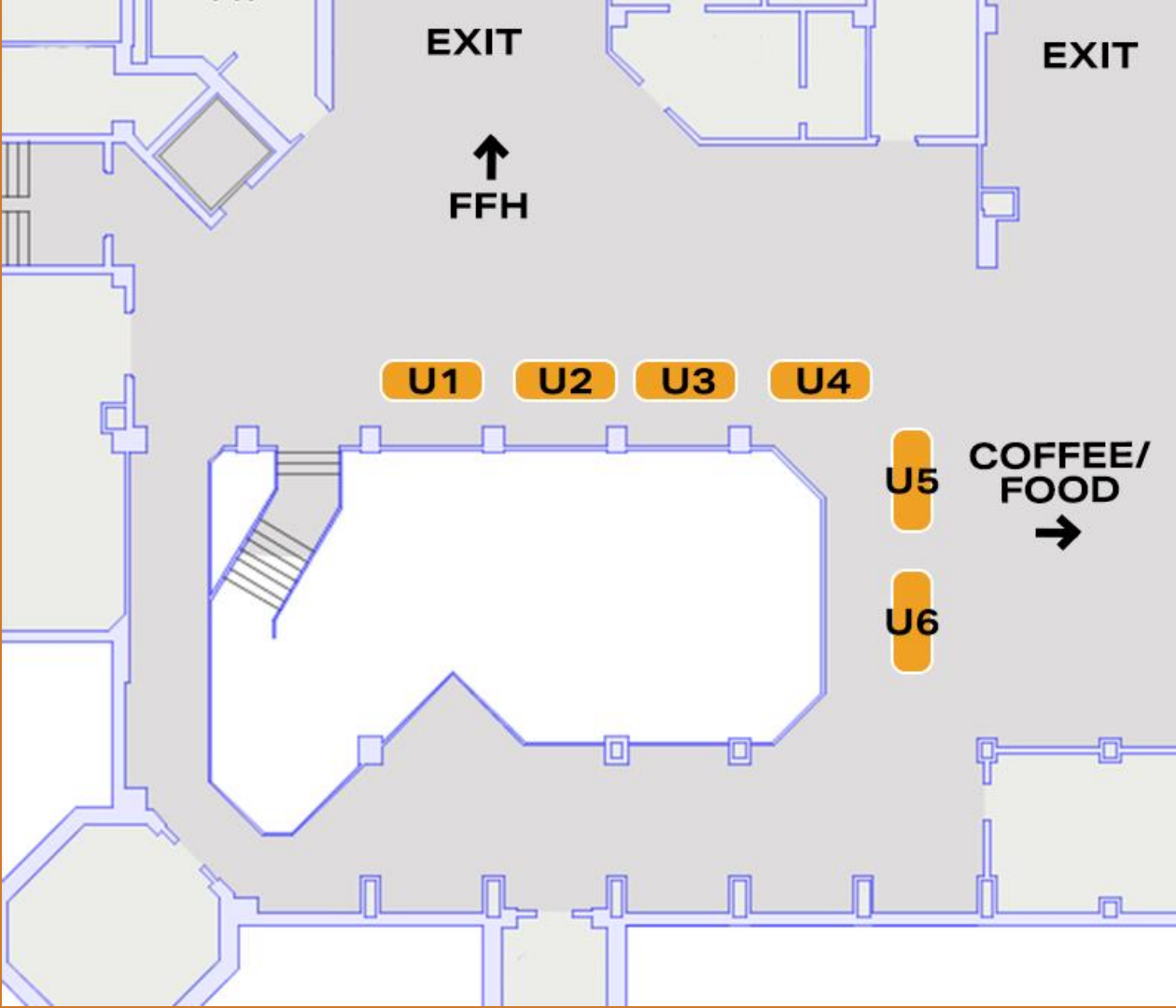
WHAT'S INCLUDED (CONTINUED)

- ▶ **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

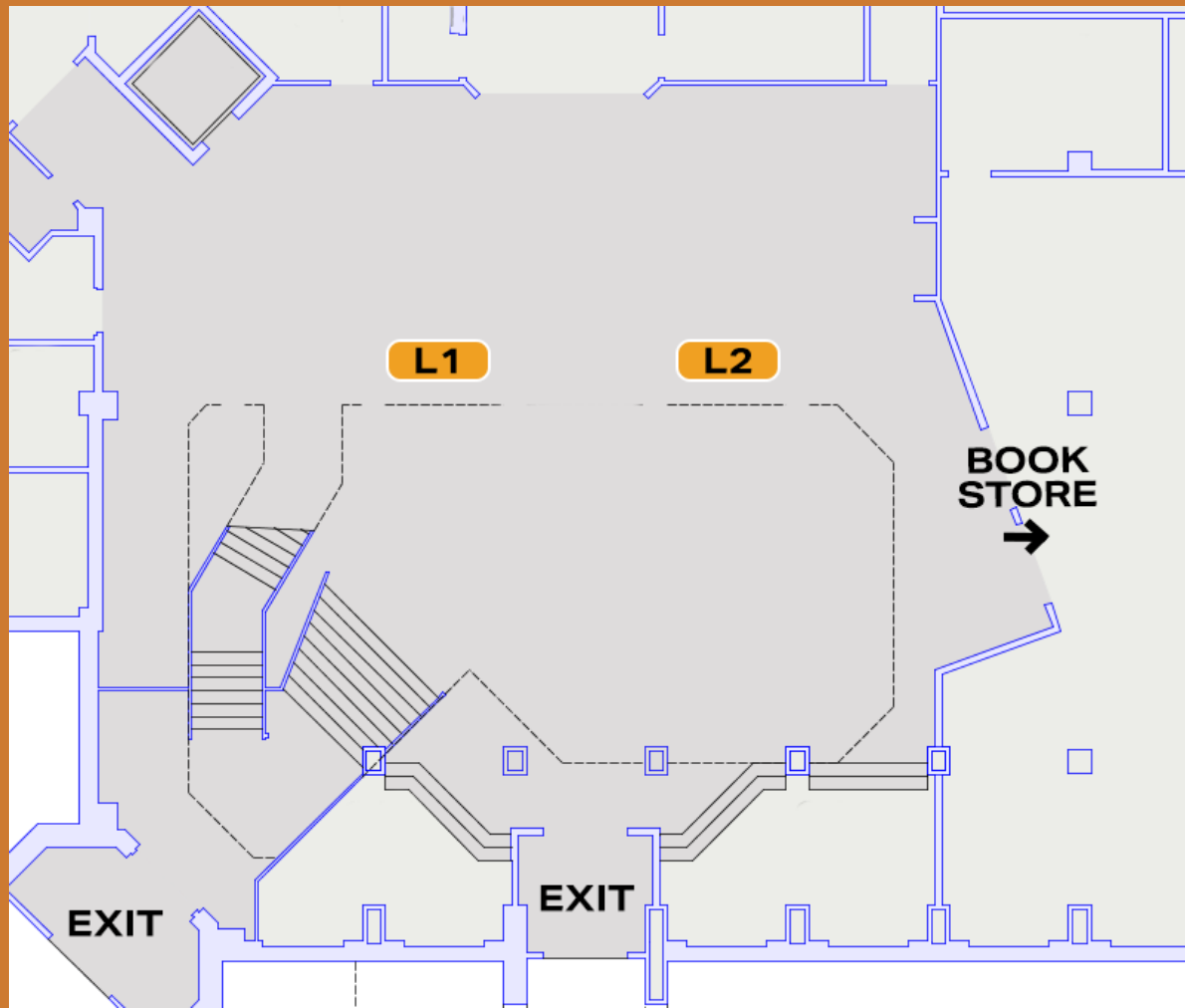
UPPER LEVEL



- 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 Store
- 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 (e.g., 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 or 740.283.6271.

- ▶ *Any group or organization wishing to distribute literature at the summer Adult Conferences must submit their Exhibitor Application by May 16, 2022, for approval by the Director of Sales, Engagement, and Publications.*
- ▶ Distribution of said literature must only occur at the exhibitor's reserved 8-foot table 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 evening of the last day of the conference.

- ▶ Maximum of 2 pop-up banners allowed; *no hanging banners are allowed.*
- ▶ 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 a week prior to the conference to the attention of:

Mr. Dave Fatula, JCWC

[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.