



FRANCISCAN CENTER  
*for* EVANGELIZATION & RENEWAL

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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 come to be refreshed, to network, to grow deeper in their faith, and to learn how share the joy of the Gospel with others.

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. Please note the following changes:

- we no longer host exhibitors at our Priests, Deacons, Seminarians Retreat
- St. John Bosco Conference was canceled in consideration of the National Eucharistic Congress but will be back in 2025

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* and meet prospective leads for your products/services. You and your materials will be accessible during the entire conference until the building is locked at midnight and reopened at 7 a.m. But consult the respective Adult Conferences' schedules to see break/meal/social times when you will get the most visitors.

The following pages will outline the policies and processes for exhibiting at our Steubenville Adult Conferences. Deadline for application is May 31, 2024.

I hope to see you this summer!

*Christian Labrador*

Manager of Registration and Guest Relations  
114 Brady Circle East  
Steubenville, OH 43952  
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# Exhibitor Package & Layout, Policies, Process, Payment

## Package & Layout

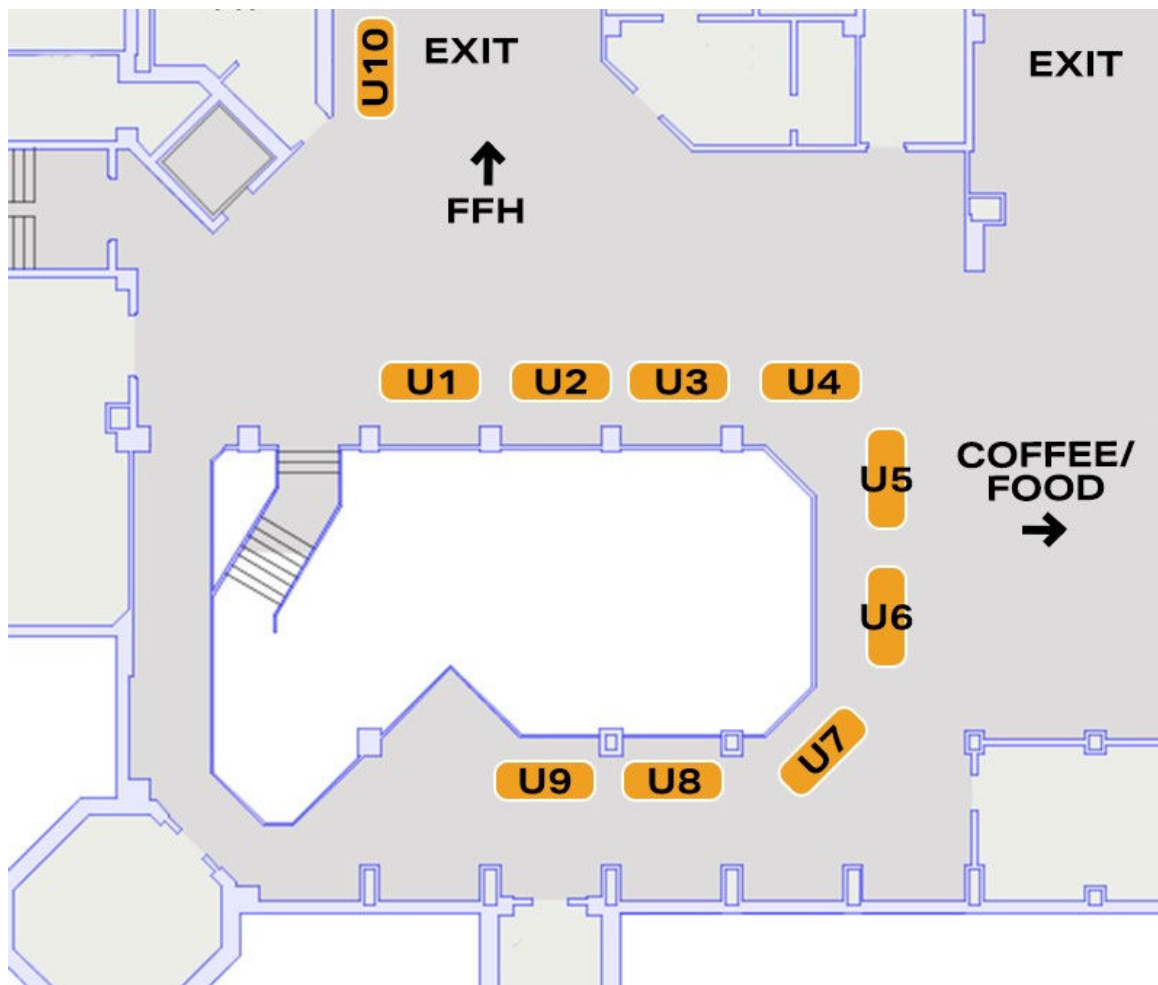
*Per Conference Price: \$400.00 per table, maximum two tables*

### 1. What's included:

- a. One or two 8' table(s) located on upper level of JCWC
- b. Access to standard 120-volt power outlet, **upon request**
- c. Shuttle service to and from hotels located on University Blvd
- d. Free airport shuttle on the first and last day of conference, **upon request**
- e. Listing of your organization on Adult Conferences Cell Phone App, which is viewed by ALL summer Adult Conferences' guests and includes:
  - i. Summary of your organization's mission/purpose (up to 250 words)
  - ii. Link to your organization's website

### 2. What's NOT included:

- a. Access to Conference talks (except designated keynotes open to the public)
- b. Meal plan
- c. Dorm-style housing
  - i. In order to obtain these benefits, you must register for your specific conference at <https://steubenvilleconferences.com/adult/>



## Policies

Franciscan Center for Evangelization & Renewal 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 Franciscan University's Vendor/Solicitor Policy:

- *Distribution of literature during the summer conferences will be limited to specific tables and/ or locations that have been designated by Franciscan Center for Evangelization & Renewal.*
- *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 or camps**, pilgrimages, university admissions, or other similar outreach).*
- *No monetary transactions or donations may occur between the exhibitor and conference guests.*

### General Policies

1. Any group or organization wishing to distribute literature at the summer Adult Conferences must submit their Exhibitor Application by May 31, 2024, for approval by the Manager of Registration and Guest Relations.
2. Distribution of said literature must only occur at the exhibitor's reserved 8-foot table in the J.C. Williams Center.
3. Exhibitor tables will be assigned in a way that gives best visibility to all exhibitors.
4. Exhibitors are responsible for staffing their own display table. Franciscan University and Steubenville Conferences 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.
5. Maximum of 2 standard-sized pop-up banners allowed; no hanging banners allowed.
6. Due to lack of storage space, ***the University no longer allows for advance shipments to campus.***



## 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 or more (14 days or more) in advance of their reserved conference, a full refund will be issued. Only 50% will be refunded within 2 weeks (13 days or less) of their reserved conference.

## Process & Payment

1. Review and select the Adult Conference(s) to request a table
2. Fill out and submit application [here](#).
3. You may pay with credit card online or pay with check. Your credit card will not be charged until your application is approved.
4. If choosing to pay by check, wait for approval email before mailing your payment. Then mail in check payable to “Franciscan University” to:  
Accounts Receivable (Exhibitor Table)  
Franciscan Center for Evangelization & Renewal  
114 Brady Circle East  
Steubenville, OH 43952
  - Check should be received no later than two weeks prior to your selected adult conference.
5. You will be advised of your table assignment and instructions for arrival/set-up prior to your selected conference(s). However, *plan to set up between 12 to 4 p.m. the first day of the respective conference*. Conference schedules are available on each of their respective webpages.

