



EXHIBITOR AND ADVERTISER INFORMATION PACKET

PLEASE JOIN US
FOR THE
FIFTIETH ANNUAL NATIONAL MEETING
OF
DIOCESAN LITURGICAL COMMISSIONS

OCTOBER 9-11, 2019
SHERATON GRAND HOTEL
CHICAGO, ILLINOIS



CO-SPONSORED BY THE FDLC
AND THE
BISHOPS' COMMITTEE ON DIVINE WORSHIP



EXHIBITOR OR ADVERTISER CONTRACT FDLC NATIONAL MEETING OCTOBER 9-11, 2019



FEDERATION OF DIOCESAN LITURGICAL COMMISSIONS
415 MICHIGAN AVENUE, NE SUITE 70
WASHINGTON, DC 20017

EXHIBIT LOCATION

Sheraton Grand Hotel
301 East North Water Street
Chicago, IL 60611
Phone: 312-464-1000

EXHIBITION HOURS (exact hours and conference schedule will be sent with confirmation)

Open: Wednesday, October 9, noon
Close: Friday, October 11, 3:00 PM

BOOTH PRICES AND FURNISHINGS

- Booth Cost: \$600 [USD] for the first regular booth and \$400 for each additional regular booth.
- The size of each booth will be 10' W x 8' D.
- Booth equipment will consist of an 8 foot table draped in a floor-length cloth, pipe and drape, two chairs, a waste basket, and one sign.
- Exhibit space will be in the Riverwalk Room.
- There is a \$150.00 surcharge if booth space is shared with a second company. The name of the second company *must* appear on this contract.
- Additional drayage may be incurred with the hotel.
- Electricity is available through the hotel.
- Exhibitors will be entitled to one complimentary meeting registration for each booth. Registration does not include admittance to the dinner cruise or the meeting banquet. These tickets may be purchased separately.

BOOTH SET-UP AND DISMANTLING

- Set-up is scheduled for **Wednesday, October 9, 8 a.m. –11:00**. At the conclusion of the set-up time, all equipment, crates, etc. must be hidden or removed from the exhibit area.
- Dismantling is scheduled for Friday, **October 11, 2:00 to 3:00**. Unless otherwise provided, all exhibits and debris must be removed from the exhibit area by the exhibitor at its own expense no later than Friday at 4:00.
- If the exhibitor shall fail to remove its exhibit, then the FDLC may remove such exhibit to a storage warehouse at the risk and expense of the exhibitor.

PAYMENT

- Please make all checks payable to "FDLC" and mail to 415 Michigan Avenue NE, Suite 70, Washington, DC 20017.

CANCELLATION

- All notices of cancellation must be received before August 30, 2019.

YES, I WANT TO EXHIBIT AT THE 2019 NATIONAL MEETING

★ Please print your company name and information as you wish it to appear in the Exhibitors' List in the 2019 National Meeting Program and on the booth identification sign.

★ Booth space will not be reserved or assigned until payment is received.

★ Please read carefully the full exhibitor contract, herein.

Name of Company _____

Number of Booths One -- \$600 Two -- \$1000 Three -- \$1400 Four -- \$1800

Electricity required Yes No

Special Request (if possible) _____

Exhibitor Name Tag(s) for _____

Banquet Tickets (Friday) One at \$80 Two Three Four None

YES, I WANT TO SUPPORT THE FDLC ON THEIR FIFTIETH!

YOUR GIFT	EVENT	AMOUNT	
SPONSOR A	<input type="checkbox"/> Wednesday Lunch	5,000	
SOCIAL GATHERING	<input type="checkbox"/> Coffee Break A, B, C, or D	3,000	
	<input type="checkbox"/> Friday Cocktail Tickets	2,500	
SPONSOR A SPEAKER	<input type="checkbox"/> Plenary speaker, airfare, hotel	2,500	
WORSHIP AIDS	<input type="checkbox"/> Printing	2,500	
PROGRAM BOOKLET AD <i>Please send TIFF/PDF/JPG file by August 1 Finished size 8.5 x 11"</i>	<input type="checkbox"/> Printing	5,000	
	<input type="checkbox"/> Back Cover (color)	850	
	<input type="checkbox"/> Inside Front Cover (color)	500	
	<input type="checkbox"/> Inside Back Cover (color)	500	
	<input type="checkbox"/> Interior (full page, color)	350	
	<input type="checkbox"/> Half page	200	
	<input type="checkbox"/> Quarter page	100	
REGISTRATION GIFTS <i>Please send text by August 1</i>	<input type="checkbox"/> Eighth page	50	
	<input type="checkbox"/> Commemorative Bags	750	[TAKEN]
	<input type="checkbox"/> Other Gifts	_____	
OTHER SERVICES	<input type="checkbox"/> Explain: _____	_____	

ABOUT MY COMPANY OR INSTITUTION

Exhibiting Firm _____

Address _____

City _____ State _____ Zip _____

Website _____ Toll Free Phone Number _____

Contact _____

Phone _____ Fax _____

E-mail _____

Funds for Exhibit Booth(s) _____

Funds to Sponsor a Social Gathering _____

Funds to Sponsor a Speaker _____

Funds for Program Booklet _____

Funds for Extra Cruise or Banquet Tickets _____

Other gifts or services _____

Total Enclosed _____

Signature for Exhibiting Firm _____ Dated _____

Signature for FDLC _____ Dated _____

*PLEASE SIGN & RETURN TO FDLC BEFORE AUGUST 1, 2019. THANK YOU!
WE WILL ACKNOWLEDGE RECEIPT OF YOUR CONTRACT AND REQUESTS.*

For questions or clarifications, please contact
Mrs. Rita Thiron, FDLC Executive Director rita@fdlc.org 202-635-6990

2019 EXHIBITOR INFORMATION PACKET

PLEASE RETAIN FOR YOUR RECORDS

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301 East North Water Street
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CANCELLATION

- All notices of cancellation must be received before August 30, 2019.
- In the event of cancellation, the exhibitor will receive a refund, less a 25% administrative fee if the FDLC is able to resell the canceled space.
- If notice is received after August 30, 2019, no refund will be made.
- All requests for cancellation of booth space must be sent in writing to the FDLC National Office.

RULES AND REGULATIONS

Occupancy and use of exhibit space is subject to the published RULES AND REGULATIONS, which are hereby incorporated as part of the contract and to the Electrical & Fire Regulations of the City of Atlanta.

EXHIBIT SHIPMENTS AND SERVICES

- The Sheraton Hotel will accept shipments from exhibiting companies no sooner than three days before the meeting. Fedex is the hotel's in-house provider of all shipping and receiving
- You will need to make your own arrangements for return shipping.
- Please clearly mark the shipment to your attention and note the name and dates of the FDLC National Meeting - "October 9-11, 2019."
- Global Experience Specialist (GES) is the hotel's exhibition company. It will provide exhibition, electrical and drayage services.

EXHIBIT PERSONNEL REGISTRATION

- The purchase of the first 8 x 10 booth will entitle the exhibitor(s) to one complimentary exhibit badge, enabling them to attend all convention program sessions and breaks.
- All other booth personnel must purchase full convention registrations. All badges must be arranged for and paid for ahead of time. One full registration for the meeting costs \$450.

EXHIBITOR'S AUTHORIZED REPRESENTATIVE

- Each exhibitor shall name at least one person to be its representative in connection with installation, operation, and removal of its exhibits. Such representative shall be authorized to enter into such service contracts, as may be necessary, for which the exhibitor shall be responsible.
- All business between the FDLC and the exhibitor will be conducted only through the latter's representative and no other person. Exhibitors desiring to change representatives should notify the FDLC in advance of the meeting.
- Exhibitors will be provided badges in accordance with exhibitor registration policy. Badges will not be transferable and will be required for admittance to the exhibit area.

ELECTRICAL & INTERNET CONNECTION

- Exhibitors will need to order electrical power from the hotel.
- Internet access is available.
- Additional information from the hotel will be mailed with your confirmation.

HOTEL RESERVATIONS

- Exhibitors should make their hotel reservations directly with the Sheraton Grand Hotel.
- FDLC meeting rates are \$199 per night (reg. \$265 to \$293).
- The FDLC meeting rates will be honored until our room block is full or until Monday, September 17, 2019, whichever comes first.

FORFEITING OF SPACE

- The FDLC reserves the right to rent to any other exhibitor any previously rented, but unoccupied space after 12:00 p.m. on the opening day of the exhibition.
- Moreover, this clause shall not relieve the exhibitor who contracted for the initial space of the financial obligations to pay the full amount of said rental space.

SHARING OF BOOTH SPACE

- If the exhibitor of record elects to permit another company to share space in the booth, there will be a surcharge fee of \$150.00 for the second company.
- No more than two (2) companies may occupy one booth space.
- The name and address of the company sharing booth space must appear on the exhibitor contract.
- FDLC reserves the right to remove any company in violation of this regulation.

CHARACTER OF EXHIBITS

- FDLC reserves the right to decline or prohibit any exhibit, part of exhibit, or proposed exhibit which is not suitable or in accordance with the policy of the Board of Directors of FDLC.
- The FDLC may prohibit any exhibit not in accordance with its ethics.

BOOTH CONSTRUCTION REQUIREMENTS

- Exhibitors must construct their booths so as not to obstruct the view of neighboring booths at any level 3 feet from the floor from the aisle to a point one half the distance between the front and rear of booth.
- No exhibit construction or sign shall exceed a height of 8 feet.
- FDLC reserves the right to settle any difference between exhibitors regarding the above requirements.
- Approval for an exception of any of these requirements must be presented by the exhibitor in writing to the FDLC National Office prior to 30 days before the opening of the exhibition.

CARE OF EXHIBITOR'S SPACE

- Each exhibitor shall care for and keep in good order and surrender the space occupied by it in the same condition as it was at the commencement of the occupation, ordinary wear excepted.
- If the space occupied by the exhibitor shall be damaged by an act of negligence on the part of the exhibitor, or the exhibitor's agents, employees, patrons, or guests, the exhibitor on demand shall pay such sum as shall be necessary to restore said space to the same condition it was in when first occupied by the exhibitor.

DISTRIBUTION OF LITERATURE AND SAMPLES

- Signs, advertising devices, distribution of printed matter, samples, or other articles shall be restricted to the exhibitor's own exhibit space and not in aisles.

SOUND LEVEL

- Exhibitors are responsible for monitoring the sound level in their respective area.
- Any projector, recordings, etc., must be turned down so that the sound is audible only to the persons who are within the area of the respective booth.

SIGNS AND POSTERS

- Exhibitors will not be permitted to tape, paste, thumbtack, nail, staple, or otherwise affix signs or posters to the walls, drapes, electrical outlets, etc., of the convention hotel.
- If any damage is caused to the hotel property accidentally, or otherwise, the exhibitor will be billed for the full cost of repairing said damage.

SECURITY

- Once the exhibition has begun, security will be provided for those times when the exhibition is not open according to the published schedule for the meeting.

HOLD HARMLESS CLAUSE

- While the exhibition area will be secured during those periods when the exhibition is not open, neither the FDLC nor the hotel nor any of their officers, agents, employees or other representatives shall be held accountable or liable for any damage, loss, harm or injury to the person or any property of the exhibitor, however caused, whether during the exhibition or in transit to or from the exhibition.

EXHIBITOR INSURANCE COVERAGE

- Exhibitors should consult their insurance company for proper coverage on exhibit material and displays. In many instances a rider can be added to your present policy at a nominal cost. The exhibitor agrees to provide the Federation of Diocesan Liturgical Commissions and their agents, upon request, with a certificate of insurance regarding their participation in the show for the following items:
 - a) Comprehensive General Liability including Premises and Operations, Blanket Contractual and Products
 - b) Liability with a limit of \$1,000,000 per occurrence and \$1,000,000 aggregate for both Bodily Injury
 - c) Liability and Property Damage Liability
 - d) Workers Compensation and Employers Liability Insurance with an Employers Liability Limit of \$100,000.
 - e) A Floater or Property Insurance Policy verifying coverage for the exhibitor's property at the show.

OTHER REGULATIONS

- Necessary regulations for the proper conduct of the exhibits as set forth herein are not considered all-inclusive, nor are they deemed or considered to be exclusive of such other reasonable rules and regulations as may or might become necessary to properly conduct this exhibition.
- Such timely emergency regulations and decisions as shall be necessary in addition to the above shall be at the discretion and judgment of FDLC, whose decision and ruling shall be final in all cases in addition to those explicitly enumerated herein.
- By signing the 2019 Exhibitor Contract, the exhibitor agrees for itself and its representatives to abide by all such rules and regulations as well as the decision of the FDLC in interpreting the same.

OFFICIAL PROGRAM LISTING

- The FDLC will list each exhibiting company's name, address, phone number, and website in the 2019 National Meeting Program Book.

CORRESPONDENCE

- All correspondence and questions relating to the rental of exhibit space should be directed to:

FDLC National Office
415 Michigan Avenue, NE, Suite 70
Washington, DC 20017

Voice: 202-635-6990
Fax: 202-529-2452

Rita Thiron, Executive Director
E-mail: rita@fdlc.org

