



# The Church at Prayer

THE LITURGY OF THE HOURS

## EXHIBITOR AND ADVERTISER INFORMATION PACKET

*Please join us for the fifty-sixth annual  
National Meeting of Diocesan Liturgical Commissions*

SEPTEMBER 30 TO OCTOBER 2, 2025

HILTON INNER HARBOR HOTEL

BALTIMORE, MARYLAND



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





**FEDERATION OF DIOCESAN LITURGICAL COMMISSIONS**  
**415 MICHIGAN AVENUE NE, SUITE 70**  
**WASHINGTON, DC 20017-4503**  
**202-635-6990**

February 2025

Dear Colleagues,

This letter comes to invite you to participate in the fifty-fifth annual national meeting of Diocesan Liturgical Commissions. At the gracious invitation of Archbishop William Lori, this year's meeting will take place in the historic city of Baltimore, MD. We will gather from September 30 to October 2, 2025 at the lovely Hilton Inner Harbor Hotel.

Co-sponsored by the Bishops' Committee on Divine Worship and the Federation of Diocesan Liturgical Commissions, the meeting will bring together **directors of diocesan Offices of Worship, members of diocesan liturgical commissions, and academicians from throughout the United States.**

Our theme this year is "The Liturgy of the Hours: The Church at Prayer." This is very timely, since the United States is anticipating the release of the new translation in 2026. We will offer an impressive roster of speakers and resources that will help form countless ministers. We will be joined by a very special guest this year -- **Cardinal Arthur Roche, the Prefect for the Dicastery for Divine Worship and the Discipline of the Sacraments** at the Vatican.

We expect about 170 participants in Baltimore and several hundred others who will join us virtually. These are the people who provide resources to local parish leaders, who often influence purchasing decisions, and who recommend formation programs to parish ministers. We also expect even more local registrants on the Study Day, Wednesday, October 1. These will include clergy and pastoral planning leaders from throughout the surrounding dioceses. This is an opportunity to reach your target audiences at one central location.

An important part of each year's meeting is an exhibition of liturgical furnishings, vesture, books, music, art, architectural design, and academic opportunities. Details and a contract may be found on the following pages. Space is limited, so please reserve early. More meeting and hotel information will become available at [www.fdlc.org/nationalmeeting](http://www.fdlc.org/nationalmeeting).

If your schedule does not allow for your attendance, yet you would like to make diocesan and parish personnel aware of your company and its products, you might consider becoming a sponsor or placing an advertisement in the meeting's program booklet. Sponsorships are explained herein; advertisement sizes and prices are also listed.

On behalf of all our members in Region Four, we look forward to welcoming you to Baltimore!

Sincerely,

Rita A. Thiron  
FDLC Executive Director  
rita@fdlc.org

Dr. James Starke  
Chair, Board of Directors  
jstarke@stmary's.edu

## YES, I WANT TO BE PART OF THE 2025 FDLC NATIONAL MEETING!

★Please print your company name and information as you wish it to appear in the Exhibitors' List in the 2025 National Meeting Program.

Exhibiting Firm \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Website \_\_\_\_\_ Toll Free Phone Number \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

## YES, OUR FIRM WILL BE THERE TO EXHIBIT IN PERSON

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

★ Please read carefully the full exhibitor contract, herein.

Number of Booths  One -- \$700  Two -- \$1200

Electricity Required  Yes  No

Internet Required  Yes  No

Special Request (if possible) \_\_\_\_\_

Exhibitor Name Tag(s) for \_\_\_\_\_

Extra Registration for \_\_\_\_\_

Banquet Tickets (Thursday) at \$95 each  One  Two  Three  None  
 Chicken  Fish  Vegetarian

**PLEASE SIGN & RETURN ALL FORMS TO FDLC BEFORE AUGUST 1, 2025. THANK YOU!**

WE WILL ACKNOWLEDGE RECEIPT OF YOUR CONTRACT AND REQUESTS.

For questions or clarifications, please contact

Rita Thiron, rita@fdlc.org

# A MENU OF EXHIBIT, ADVERTISEMENT & SPONSOR OPTIONS

*All sponsors will be featured in pre-meeting and post-meeting social media posts!*

<input type="checkbox"/>	GOLD SPONSOR		3000
	Two Booth Spaces		
	Logo Placement on Website		
	Three Minute Video Commercial		
	Full Page Ad in Program		
<input type="checkbox"/>	SILVER SPONSOR		2250
	One Booth Space		
	Logo Placement on Website		
	One Minute Video Commercial		
	Full Page Ad in Program		
<input type="checkbox"/>	BRONZE SPONSOR		1500
	One Booth Space		
	Logo Placement on Website		
	Thirty Second Video Commercial		
	Half Page Ad in Program		
<b>OTHER SPONSOR OPPORTUNITIES</b>			
<input type="checkbox"/>	LUNCHEON	Wednesday Lunch	3,000
<input type="checkbox"/>	LUNCHEON	Thursday Lunch	3,000
<input type="checkbox"/>	COFFEE BREAK	Coffee Break A, B, C, or D	2,000
<input type="checkbox"/>	COCKTAIL HOUR	Thursday Cocktail Tickets	2,500
<input type="checkbox"/>	SPEAKER	Plenary speaker, airfare, hotel	1,500
<input type="checkbox"/>	WORSHIP AID	Printing	2,500
<input type="checkbox"/>	REGISTRATION BAGS	Bags and Name Tags	750
<b>PROGRAM BOOKLET ADVERTISING</b>		<i>All ads are full color</i>	
<input type="checkbox"/>	Underwrite Printing	Printing	3000
<input type="checkbox"/>	Program Book Ads	Back Cover (color)	850
		Inside Front Cover (color)	500
	<i>Please send hi-res TIFF/PDF/JPG</i>	Inside Back Cover (color)	500
	<i>file by August 1</i>	Interior (full page, color)	350
	<i>Finished size 8.5 x 11"</i>	Half page	200
		Quarter page	100
<b>EXHIBIT FEES</b>			
	One Booth		700
	Two Booths		1200
	Banquet Ticket(s) @\$95 each	Chicken <input type="checkbox"/> Fish <input type="checkbox"/> Vegetarian <input type="checkbox"/>	
<b>TOTAL ENCLOSED</b>			

NAME OF FIRM \_\_\_\_\_

SIGNATURE FOR FIRM \_\_\_\_\_ Dated \_\_\_\_\_

# 2025 EXHIBITOR INFORMATION

**PLEASE RETAIN FOR YOUR RECORDS**



## EXHIBIT LOCATION

Hilton Baltimore Inner Harbor  
401 West Pratt Street  
Baltimore, MD  
443-573-8700

## EXHIBIT HOURS

You will be in the Holiday Ballroom IV  
Open: Tuesday, September 30, 11:00 AM  
Close: Thursday, October 2, 1:30 PM  
Exact hours and conference schedule will be sent with confirmation.

## BOOTH PRICES AND FURNISHINGS

- Booth Cost: \$700 [USD] for the first regular booth and \$500 for each additional regular booth.
- The size of each booth will be 10' W x 8' D.
- Booth equipment will consist of a six-foot table draped in a floor-length cloth, two chairs, and a waste basket.
- Additional drayage may be incurred with the hotel. Electricity is available through the hotel.

## PRIVILEGES

- Exhibitors will be entitled to one complimentary meeting registration for each booth
- Participation in the Mass and reception on Tuesday evening at the Basilica of the Assumption
- Morning and afternoon coffee break on Wednesday.
- Exhibitor registration does not include other meals nor the Thursday meeting banquet. Banquet tickets may be purchased separately.

## BOOTH SET-UP AND DISMANTLING

- **Set-up is scheduled for Tuesday, September 30, 8:30 a.m. -11:00 a.m.** 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 Thursday, October 2, 1:30 p.m.** Unless otherwise provided, all exhibits and debris must be removed from the exhibit area by the exhibitor at its own expense no later than 4:00 PM.
- 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 31, 2025
- If notice is received after August 31, 2025 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 Baltimore.
- Exhibitors must abide by any infectious-disease-related safety protocols as indicated by the State of Maryland, the city of Baltimore, the Hotel, and FDLC personnel.

## **EXHIBIT SHIPMENTS AND SERVICES**

- The Hilton Baltimore Inner Harbor Hotel will accept shipments from exhibiting companies no sooner than three days before the meeting.
- 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 – September 30 to October 2, 2025.”**
- Additional information regarding the hotel's services will be sent with confirmation.

## **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.
- 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 given 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 Hilton Baltimore Inner Harbor and reference the “FDLC National Meeting.” Phone: 443-573-8700.

The FDLC meeting room rate is \$219 per night (reg. \$250 to \$312).

- The FDLC meeting rates will be honored three days prior and post our meeting or until our room block is full. These extra days are subject to hotel availability.

## **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 companies sharing the booth space must appear on the exhibitor contract.

## **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, the doors will be locked during those times when the exhibition is not open according to the published schedule for the meeting. We recommend that valuables are stored overnight in your hotel room.

## **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 2025 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 2025 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

Rita Thiron, Executive Director  
E-mail: [rita@fdlc.org](mailto:rita@fdlc.org)  
Phone: 202-635-6990