



FRANCISCAN CENTER
for EVANGELIZATION & RENEWAL

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. **Please note that we are not having exhibitors participate at our Priests, Deacons, Seminarians Retreat in 2023.**

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 26, 2023.

I hope to see you this summer!

Colleen D. Rainone

Director of Sales, Engagement, & Publications
114 Brady Circle East
Steubenville, OH 43952
(740) 283-6235
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Exhibitor Package & Layout, Policies, Process, Payment

Package & Layout

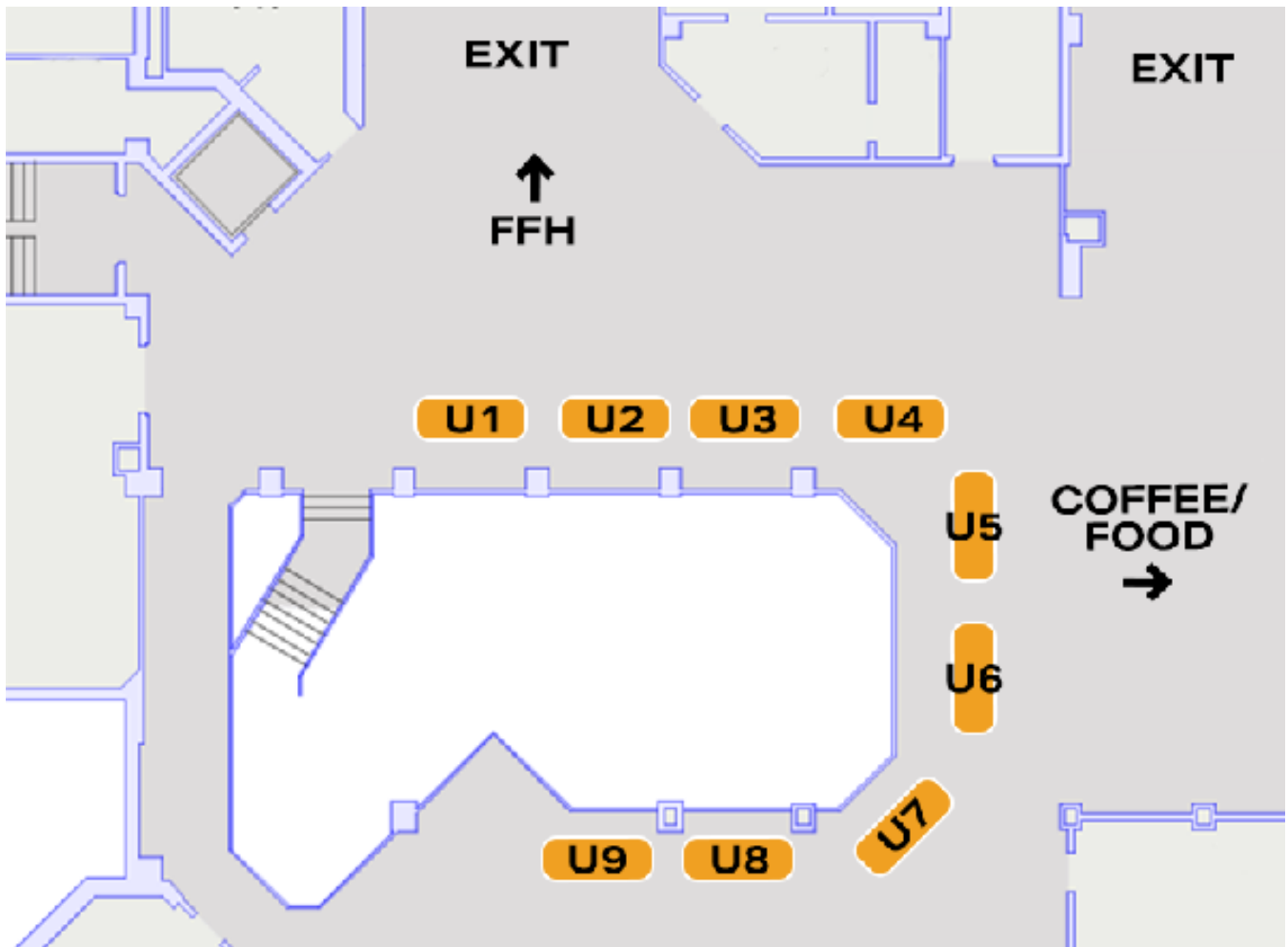
Per Conference Price: \$400.00 for one table, \$700 for two tables

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 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
 - i. Post a 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, please 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 26, 2023, for approval by the Director of Sales, Engagement, and Publications.
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 on a first-come, first-served basis.
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. It is the responsibility of each exhibitor to pay for inbound/outbound shipping of their materials. A maximum of four (4) packages may be shipped to the following address only one week in advance of conference. Clearly label the outside of each inbound package to the conference for which you reserved a table to:

Mr. Dave Fatula
Exhibitor, [Conference Abbreviation: PPC, SJB, ABS or DFC]
JC Williams Center
Franciscan University of Steubenville
1235 University Blvd
Steubenville, OH 43952

(Improperly labeled packages run the risk of being lost.)



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.

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
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 11 a.m. and 4 p.m. the first day of the respective conference.*** Conference schedules are available on each of the Adult Conferences webpages.

