



**2018 National Catholic Development
Conference and Exposition**

Exhibitor Prospectus

September 16-18, 2018

**Chicago Marriott Downtown Magnificent Mile
Chicago, IL**

Conference Overview:

The NCDC Conference and Exposition is the top conference for those in the ministry of fundraising. For forty-nine years, we have gathered as a fundraising community to network, learn, share, play, and pray with our colleagues. 2018 will be our 50th Anniversary.

Our conference attendee community includes development directors, executives, department directors, and staff from religious organizations from around the United States and the world. Their development efforts support the ministries of religious communities of men and women, social service agencies, shrines, schools, parishes, dioceses, seminaries, and international relief agencies.

Collectively, our attendees raise hundreds of millions of dollars annually to support Catholic missions. The NCDC conference is the top opportunity for these organizations and individuals to connect with one another in the context of fundraising as a ministry.

The Conference program is a well-balanced mix of general sessions, breakout sessions and discussion groups with top names in the fundraising field, in addition to plenty of opportunities for attendees to connect and discuss with other fundraisers. The exhibit hall provides a collaborative environment with the top service providers in the field, who have decades of experience working with Catholic organizations.

And at the heart of the Conference is daily Eucharistic celebrations, where we gather as a community to focus on why we do what we do: because we are called to this ministry of fundraising.

Booth Costs: **\$1,550 members** **\$2,750 non-members**

Booth Fees Include:

Member Companies:

- One (1) 10'x10' exhibit booth with draping and company name signs. All furnishings and additional decorating items may be rented by the conference decorating company (company TBD).
- Single use of the pre-conference and post-conference mailing lists (email addresses not included)
- Four (4) full conference registrations for exhibiting company staff, including all general and educational sessions*
- Additional booth staff registrations can be purchased for \$275/person

Non-Member Companies:

- One (1) 10'x10' exhibit booth with draping and company name signs. All furnishings and additional decorating items may be rented by the conference decorating company (company TBD).
- Single use of the pre-conference and post-conference mailing lists (email addresses not included)
- Two (2) full conference registrations for exhibiting company staff, including all general and educational sessions*
- All additional booth staff registrations can be purchased for \$475/person

**Complimentary registrations are to be used by exhibiting organization staff only. They cannot be traded or exchanged.*

Payment & Cancellations

Exhibiting companies must provide a minimum **\$500 deposit per booth** to reserve booth space. Full payment is due by **March 1, 2018**. If full payment is not received by this date, NCDC will release the reserved booth space and deposit will be forfeited. Reservations received on or after March 2, 2018, must pay in full to reserve space.

Exhibitors may cancel this agreement at any time by **written** notice to NCDC (ahughes@ncdc.org). For cancellations received on or before **December 14, 2017**, all sums, less a service charge of \$150, will be returned to the exhibitor. Cancellations received between **December 15, 2017, and March 1, 2018**, 50% of the booth rental will be refunded. Cancellations received between **March 2 and June 8, 2018**, 25% of the booth rental will be refunded. No refunds shall be issued for cancellations received after June 8, 2018. Under all circumstances, NCDC reserves the right to resell the exhibit space cancelled by the Exhibitor.

Decorating Company

The National Catholic Development Conference will determine the drayage company. Once the company is selected, they will send you a complete exposition services kit and order forms where you can purchase/rent additional booth needs (i.e. furniture etc.). Please ship your display and other booth items directly to the decorating company, NOT to the Chicago Marriott (shipping deadlines TBD). Shipping directly to the Chicago Marriott may incur additional package handling and delivery fees.

NCDC follows the IAEE Guidelines for Booth Display Rules & Regulations. For additional information, please see the IAEE guidelines supplement.

Exposition Schedule

**Schedule subject to change*

Sunday, September 16, 2018

11:00AM – 5:00PM **Exhibitor Registration & Load-in**

Monday, September 17, 2018

7:30AM – 8:00AM Exhibit Hall Open to Exhibitors Only

8:30AM – 5:30PM Exhibit Hall Open

8:30AM – 9:30AM Continental Breakfast in Exhibit Hall

10:30AM – 11:30AM Round Tables with Refreshment Break in Exhibit Hall

12:30PM – 2:00PM Lunch in Exhibit Hall

4:00PM – 5:30PM Exhibition Reception & Prize Drawings in Exhibit Hall

Tuesday, September 18, 2018

8:30AM – 10:30AM Awards Breakfast & Presentation (in General Session) Exhibitors Invited

10:00AM – 10:30AM Exhibit Hall Open to Exhibitors Only

10:30AM– 1:45PM Exhibit Hall Open

12:30PM – 1:45PM Lunch & Grand Prize Drawings in Exhibit Hall

1:45PM – 4:00PM **Exhibitor Tear Down & Load Out**

Setup & Dismantle

As a courtesy to others doing business around you and most importantly, the attendees on the floor:

- All exhibits must be set up by 5:00PM on Sunday, September 16. The setup of exhibits is not permitted during open hall hours.
- Dismantling of the booth or packing up of any of your exhibit items prior to 1:45PM on Tuesday, September 18 is not permitted.

Additional Opportunities

We encourage exhibitors to take advantage of opportunities to increase the potential of your exhibiting experience by consider these opportunities for additional exposure and recognition.

These include:

- A large number of sponsorship opportunities with great incentives in a range of prices
- Grand prize opportunities with great opportunities to additional recognition
- Advertising opportunities

Please refer to the Sponsorship Brochure for further details.



2018 NCDC Tote Bag Insert Order Form

September 16-18, 2018 | Chicago Marriott Downtown Magnificent Mile | Chicago, IL

Member Cost: \$350

Non-Member Cost: \$450

Company/Organization: _____

(As it should appear in print)

Contact Name: _____

Contact Title: _____

Address: _____

City: _____ State: _____

Zip Code: _____ Country: _____

Telephone: _____ Fax: _____

Email: _____

Method of Payment

Full payment is required

I authorize NCDC to charge my credit card for \$_____

- Visa MasterCard
 American Express Discover

Cardholder's Name: _____

Card Number: _____

Expiration Date: _____ CCV _____

Cardholder's Signature: _____

Date: _____

A check for \$_____ is enclosed (made payable to NCDC) to guarantee our exhibit booth.

The undersigned agrees to the conditions and benefits set forth in the 2018 National Catholic Development Conference and Exhibitor Prospectus

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Signature: _____ Date: _____

Please send completed forms to:

Attn: NCDC Exhibitor Contract
C/O Conference Inc.
11709 Bowman Green Drive
Reston, VA 20190

Or email to:

tjones@conferenceinc.com

Questions?

Terri Jones
703-471-4902



EXHIBITOR REGISTRATION AGREEMENT
50th Annual National Catholic Development Conference & Exposition
Marriott Downtown Magnificent Mile | Chicago, IL
Exhibition Dates: September 16-18, 2018
PLEASE COMPLETE AND RETURN TO:

National Catholic Development Conference: 743 15th Street, NW Suite 700 | Washington, DC | 20005 | (202) 637-0470

PRIMARY BOOTH CONTACT NAME (receives all Conference communication): _____
 TITLE: _____ CONTACT EMAIL: _____
 COMPANY: _____
As it should appear in print
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____
 PHONE: _____ FAX: _____
 WEBSITE: _____

Please note: Booth preferences will be heeded but not guaranteed.

# of Booths	NCDC MEMBER BOOTH RATES	Deposit Due	NON-MEMBER BOOTH RATES*	Deposit Due	BOOTH Choices
1	\$1550	\$500	\$2750	\$500	BOOTH #1
2	\$3100	\$1000	\$5500	\$1000	BOOTH #2
3	\$4650	\$1500	\$8250	\$1500	BOOTH #3
4	\$6200	\$2000	\$11000	\$2000	BOOTH #4

Total Due: _____

* Non-members: Submit a membership application with dues and pay NCDC Member rates.

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The undersigned hereby authorizes NCDC to reserve exhibit space for use by the above organization during the **50th Annual National Catholic Development Conference and Exposition** and acknowledges receipt of and agrees to abide by the Exhibiting Terms and Conditions (on reverse) of this Agreement.

COMPANY REPRESENTATIVE (PRINT): _____

SIGNATURE: _____ DATE: _____

Please check appropriate amount and complete payment information below. Deposit is required to hold booth space.

Payment method: Check Visa MasterCard American Express Discover

Card Number: _____ Exp. Date: _____ Security Code: _____

Name on Card: _____ Signature: _____

Credit Card Billing Address: _____

National Catholic Development Conference, Inc. 50th Annual Conference & Exposition
Exhibiting Terms and Conditions

1. Contract for Exhibiting: The signed registration form and Exhibitor's payment constitute a contract between the National Catholic Development Conference, Inc. (NCDC) and the Exhibitor. Any point not specifically covered in these terms is subject to the decision of NCDC, whose decision shall be final.

2. Eligible Exhibits: The NCDC Conference and Exposition is conducted for persons involved in fundraising and development and is not open to the public. NCDC reserves the right to determine the eligibility of any company or product for inclusion in the exposition. In keeping with the educational purposes of the Conference, any exhibitor whose proposed exhibit will enhance the educational purpose of NCDC is eligible to apply.

3. Assignment of Booth Space: Assignments will be made based on the date the registration is received, as well as the selection and the location requests supplied by the Exhibitor. Location requests include proximity to other organizations. Priority of selection is given to organizations that have exhibited with NCDC in previous years. It is the Exhibitor's responsibility to know its proximity to competing exhibitors. NCDC reserves the right to transfer assignments when such action is deemed to be in the best interests of the total exhibit effort.

4. Reservations and Cancellation: Exhibiting companies must provide a minimum \$500 deposit per booth to reserve booth space. Full payment is due by **March 1, 2018**. If full payment is not received by this date, NCDC will release the reserved booth space and deposit will be forfeited. Reservations received on or after March 2, 2018, must pay in full to reserve space. Exhibitors may cancel this agreement at any time by written notice to NCDC (ahughes@ncdc.org). For cancellations received on or before December 14, 2017, all sums, less a service charge of \$150, will be returned to the exhibitor. Cancellations received between December 15, 2017, and March 1, 2018, 50% of the booth rental will be refunded. Cancellations received between March 2 and June 8, 2018, 25% of the booth rental will be refunded. No refunds shall be issued for cancellations received after June 8, 2018. Under all circumstances, NCDC reserves the right to resell the exhibit space cancelled by the Exhibitor.

5. Exhibit Booth: NCDC will provide a 10' x 10' booth consisting of an 8' high back drape and 36" high draped side walls. An identification sign indicating booth number and company name, security, and general aisle cleaning are also included. Exhibits shall be so arranged as not to obstruct the general view, nor hide the exhibits of others. Plans for specially built displays not in accordance with regulations are to be submitted to NCDC before construction is ordered. Regular and specially built back walls, including signs, may not exceed an overall height of 8'. The maximum booth height of 8' may extend out 1/3 the depth of the booth from the back wall. Standard in-line booths may not exceed a height of 4' in the front of the booth, except for product and equipment on display that in it exceeds this height. All exposed parts of the display must be finished so as not to be objectionable or obstruct other exhibitors. NCDC reserves the right to direct revisions, at exhibitor expense, of any booth that does not comply with NCDC guidelines.

6. Contractor Services and Information: NCDC has, in the best interest of the exposition, selected certain firms to serve as official contractors to provide various services to exhibitors. Complete information, instructions and schedule of prices regarding drayage, labor for erecting and dismantling, electrical work, furniture, cleaning, etc., will be included in the Exhibitors Service manual, provided by the decorating company, to be forwarded after space has been confirmed. An Exhibitors' Service Center will be maintained on the exhibit floor to facilitate service requests from exhibitors. It is further agreed that the Exhibitor will abide by and comply with rules and regulations concerning local unions having agreement with the exposition facility or with authorized contractors employed by NCDC.

7. Installation and Dismantling of Exhibits: Times and dates for exhibitors to install and dismantle their exhibits will be detailed in NCDC's Exhibitor Service Manual. It is agreed by the Exhibitor that in the event he or she fails to install his or her products in his or her exhibit space or fails to pay the space rental at the time specified, NCDC shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem proper. No exhibitor shall have the right to pack or remove articles within their leased booth space prior to official closing time of the exposition without written approval from NCDC. Exhibitors failing to comply will be subject to penalty at the discretion of NCDC.

8. Use of Exhibit Space: Exhibitors agree not to assign or sublet or share any space allotted to them without written consent of NCDC nor to display or advertise goods other than those manufactured or carried by them in the regular course of business. Booths are for the use of registered Exhibitor only. No person, firm or organization not having contracted with NCDC for the occupancy of space in the exhibit will be permitted to display or demonstrate its products, processes or service, distribute advertising materials in the halls or corridors, or in any other way occupy or use the facilities for a purpose inconsistent with these regulations. Products or services may not be sold for delivery on the exposition floor without written consent from NCDC.

9. Building Protection: Exhibitors will be liable for any damage to hotel property. Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts or portions of the hotel building or furnishings. Whatever may be necessary to properly protect the building, equipment or furniture will be installed at Exhibitor's expense. Should any controversy arise to the need thereof, the Hotel Convention Manager will be the judge and his or her decision binding and final to all concerned.

10. Restrictions: NCDC reserves the right to restrict exhibits which are objectionable because of noise, glaring or flashing lights, method of operation, or any other reason, and also to prohibit or evict any exhibit which, in the opinion of exhibit management may detract from the general character of the exhibit. This reservation includes persons, things, conduct, and printed matter NCDC judges to be objectionable. In the event of such restriction or eviction, NCDC is not liable for any refund of any amount paid hereunder.

Demonstrations must be so located that crowds collected will be within the Exhibitor's space, and not blocking aisle or neighboring exhibits. Contests of any kind must first be approved in writing by NCDC. Any Exhibitor displaying copyrighted material or work is required to obtain necessary licenses and is responsible for all fees for use of such copyrighted work.

11. Exhibitor Activities: The Exhibitor agrees not to schedule or conduct any outside activity including, but not limited to, receptions, seminars, symposiums, and hospitality suites that are in conflict with the official NCDC published conference schedule.

12. Use of Logo: Requests for NCDC's 50th Annual Conference & Exposition logo and/or NCDC corporate logo use must be submitted in writing to the NCDC office with a sample of the piece for approval.

13. Distribution: Distribution of product/service literature may be made only within the booth space assigned to the Exhibitor presenting such material unless otherwise determined by a sponsorship or advertising agreement. Organizations not assigned booth space in the Exposition Hall will not be permitted to solicit business.

14. Compliance: Exhibitor will be bound by and subject to the rules and regulations of the operators/owners/managers of the property wherein the exhibit is held and the local Fire Dept. The fire prevention and safety regulations enforced at the property are taken from the Fire Prevention Code and the National Fire Protection Association (NFPA). All exhibitors must comply with section 1 (2-36-220) of the Municipal Code of Chicago on Fire Prevention. The local Fire Department Bureau of Fire Prevention reserves the right to make any final decisions. Adjustments for non-compliance can be costly. Exhibitor also assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of other duly authorized local, state and/or federal governing bodies and unions concerning safety, and health. The exhibit's construction and decoration materials must be fire retardant. Wiring must comply with the local fire department and underwriters' rules. Exhibitor shall also comply with the Americans with Disabilities Act.

15. Liability: The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibitor's activities on the premises of the Chicago Marriott Downtown Magnificent Mile and will indemnify, defend and hold harmless the Hotel, its owner and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. Hotel will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on the Hotel's premises except for any claims, loss or damages arising directly from the hotel's own negligence. National Catholic Development Conference will be responsible to negotiate the contract with its exhibitors. In addition, the exhibitor agrees to defend (if requested), indemnify and hold harmless National Catholic Development Conference and the Chicago Marriott Downtown Magnificent Mile and their respective parent, subsidiary and other related or affiliated companies from and against any liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorney's fees and costs, arising from or in connection with the exhibitor's occupancy and use of the exhibition premises or any part thereof or any negligent act, error or omission of the exhibitor or its employees, subcontractors or agents. Exhibitors are advised to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person and property of others. These terms shall not constitute or be considered a partnership, employer-employee relationship, joint venture or agency between NCDC and the Exhibitor.

16. Hold Harmless Clause Specific to NCDC: The Exhibitor assumes the entire responsibility for losses, damages, and claims arising out of Exhibitor's activities on the premises and will indemnify, defend and hold harmless NCDC, as well as its respective agents, servants, employees, directors and any and all others acting on its behalf from any and all such losses, damages and claims.

17. Responsibility: If the Exhibitor fails to comply in any respect with the terms of this agreement, NCDC shall have the right, without notice to the Exhibitor, to offer said space to another Exhibitor, or to use said space in any other manner, but this shall not be construed as affecting the responsibility of the Exhibitor to pay the full amount specified by their registration.

18. Cancellation or Termination of Exposition: In the event that the premises where the exposition is to be held shall, in the sole determination of NCDC, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, act of God, fire or state of emergency declared by any government agency or by reason of any federal, state or local law or regulation or by reason of any other occurrence beyond the control of NCDC, NCDC may relocate, cancel or terminate the exposition. In the event of such relocation, cancellation or termination, or any other relocation, cancellation or termination, NCDC reserves the right to refund such portion of Exhibitor registration fees as NCDC deems, in its sole discretion, appropriate.

19. Interpretation: NCDC reserves the right to interpret, amend, and enforce these terms as it deems proper to ensure the success of the National Catholic Development Conference and Exhibition. NCDC makes every effort to ensure that the Exposition is in keeping with the nature of NCDC. The fact that products and services are on display at NCDC's 50th Annual Conference and Exposition does not constitute, nor should it imply, an endorsement by NCDC. Exhibitors may not claim or suggest NCDC endorsement of their products or services without a specific, written agreement with NCDC. Compliance with the NCDC terms and conditions is mandatory for all exhibitors and the sole responsibility is that of the Exhibitor.