



VENDOR AND EXHIBITOR INFORMATION

1. We welcome two types of Exhibitors: Non-profit/informational exhibitors and for profit vendors. Non-profit exhibitors may purchase a display table for \$50, which includes one admission to the conference, with breakfast and lunch. For profit vendors may purchase a table for \$75, which includes one admission to the conference, with breakfast and lunch.
2. The deadline for all exhibitor and vendor registration is Monday, August 1, 2016.
3. The exhibiting group is responsible for providing and for the cost of insurance coverage (if necessary) for all their equipment and material displayed.
4. Called to Love is not responsible for any loss, damage, or injury that may occur to the agent or the company property being displayed at the Conference.
5. The exhibiting company is responsible to maintain qualified personnel at its display space during the day during the scheduled browsing times. *Only one person may accompany the organization at no additional cost.* Additional personnel must purchase a ticket.
6. There will be two opportunities to set up displays: Friday, September 30 from 3:30-4:30 p.m. (preferred set-up time) or Saturday morning from 6:30-7:15 a.m. before the doors first open to the public. Displays may be removed no sooner than 4:30 p.m. and no later than 5:15 p.m. on Saturday, October 1.
7. Exhibits shall provide their own moving dollies, table coverings, extension cords, power bars, racks, and any other display equipment. Called to Love will provide one 5-foot table. If a vendor would like an additional table, they are available for \$25.
8. Exhibitors and vendors may choose to submit 350 flyers, postcards, samples, business cards, or coupons for inclusion in our conference gift bags to be given out at registration. All items are due at The Archdiocesan Office of Religious Education no later than Thursday, September 4. For further sponsorship opportunities, please see the Sponsor tab on the website.
9. Called to Love is seeking door prizes to award throughout the day. If you'd like to donate an item, your company will be mentioned from the podium as well as included in our program.
10. Called to Love reserves the right to determine eligibility of any exhibiting company or product to participate in the conference. We are committed to supporting the mission of the Catholic Church in all our exhibits.
11. Free wireless access will be available for exhibitor use.

**If you have any questions or concerns, please contact
Caroline McDonald at 251-490-1488 or email at caromcd@bellsouth.net**