



# Catholic Social Ministry Gathering

[www.catholicsocialministrygathering.org](http://www.catholicsocialministrygathering.org)

## 2020 Exhibitor Kit



### Contents:

- CSMG Profile
- Exhibiting Information
- Exhibitor Application
- Exhibitor Policies



# CSMG 2020 Conference Profile

## **CSMG is the central gathering of Catholic social ministry leaders in the United States:**

- Organized by the USCCB Department of Justice, Peace and Human Development in collaboration with 7 other USCCB departments and 16 other national Catholic organizations.
- More than 500 participants including bishops, lay and clergy that represent diocesan social action directors, other diocesan staff, representatives of major national and international Catholic organizations, prominent, emerging, and diverse leaders in social ministry, volunteer networks, and university faith and justice programs.
- Informative plenary presentations, briefings, and workshops that address current topics essential to our various ministries and prepare us to meet present and future challenges.
- Excellent networking opportunities with other social ministry professionals from across the country.

CSMG equips leaders with the knowledge, relationships, and skills to build community for the common good. The theme of the 2020 Catholic Social Ministry Gathering encourages unity and collaboration and is rooted in our commitment to work as disciples to bring God's vision of justice to overcome differences and work together to heal the brokenness in our communities reflected in polarization, incivility, and issues that impact persons who are poor and vulnerable at home and around the world. More than 500 Catholic leaders will gather to pray, connect, learn, and lift their voices to Congress during advocacy visits to Capitol Hill.

## **Top reasons to participate in CSMG 2020 as an exhibitor or sponsor:**

- **Engage** over 500 Catholic leaders who are active in diverse fields of ministry.
- **Receive** up-to-date briefings on the Catholic Church's responses to pressing domestic and global challenges relating to poverty, war, injustice and the promotion of human life and dignity.
- **Learn** how the Church continues to deepen and extend its rich tradition of social teaching and engagement for the life, dignity and the common good, especially in light of the teaching of Pope Francis.
- **Understand** the strategic importance of Catholic social teaching and the integration of social ministry and advocacy in the mission and identity of a broad range of Catholic institutions and organizations.
- **Demonstrate** your organization's commitment to the social mission of the Catholic Church, and active support for a society and world more reflective of Gospel values.

## **CSMG is committed to program quality.**

Top experts in matters of Church and civil society gather at CSMG every year. Recent speakers have included notable figures such as Msgr. Ray East, St. Teresa of Avila Parish (DC); Rev. Matt Malone, S.J., (President and Editor In Chief of America Media; Sr. Patricia Chappell, SNDden, (Executive Director of Pax Christi USA); Bishop Shelton Fabre, Chair of the Ad Hoc Committee Against Racism (Houma-Thibodaux); Sr. Norma Pimentel, Executive Director of Catholic Charities of the Rio Grande Valley; Dr. Carolyn Woo (former President, CRS); Dr. Arturo Chavez (Mexican American Catholic College); Cardinal Sean O'Malley, OFM Cap. (Boston); Mark Shriver; John L. Allen (media correspondent and commentator); Justice Janine Geske, a leading practitioner in restorative justice; Fr. Henry Sands, Executive Director for the Black and Indian Mission Office (DC), and numerous policy experts.



# Interested in Exhibiting at CSMG 2020?

- ❖ Join the central gathering of U. S. Catholic social ministry professionals.
- ❖ Reach 500+ current and emerging Catholic leaders.
- ❖ Advanced submission of application is required before exhibitor registration – see page 3.

## Features include:

- Opportunity to introduce your programs, services, and products to influential and emerging leaders shaping the future of Catholic social ministry, social services, parish life, campus ministry and the Church's interaction with civil society for the promotion of the common good.
- Coffee breaks will be held in Exhibit Hall to help ensure high visibility of exhibitors.



## Who will be there?

Diocesan, parish, and religious community leadership; public policy experts; college and university students, staff, and faculty; catechists for youths and adults; trainers and formators for volunteers; diversity and disability outreach leadership; and staff of national collaborating organizations and the United States Conference of Catholic Bishops.



## Exhibiting Hours:

- Saturday, January 25, 1:00 p.m. – 6:30 p.m.
- Sunday, January 26, 8:00 a.m. – 6:30 p.m.
- Monday, January 27, 8:00 a.m. – 6:30 p.m.

## Cost to Exhibit:

The fee for a 6-foot exhibit table at CSMG 2020 will be \$500.00 (includes 6% bank credit card/check processing fee).

## Criteria for Exhibitors:

- Approved exhibitors, whether commercial or non-profit, offer services or products compatible with the mission of CSMG and the teaching of the Catholic Church.
- CSMG reserves the right to limit the number of exhibitors, and must approve each exhibitor in advance and in writing.
- Application to exhibit at CSMG 2020 indicates acceptance of the *Exhibitor Terms and Conditions*, found on pages 4-5 of this packet, or by visiting us on the web at [www.CatholicSocialMinistryGathering.org](http://www.CatholicSocialMinistryGathering.org).



# CSMG 2020 Exhibitor Application

Please complete this form and return it to the address below so that it is received by Dec. 13, 2019.

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Bldg. Number/Name

Street

Suite/Unit/Floor

City

State

Zip Code

Organization Web Address

Primary Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Reason for alternate contact: \_\_\_\_\_

(i.e. matters of registration, advertisement, billing, etc.)

Please provide the names of the one or two people who will be staffing your exhibit (if approved):

\_\_\_\_\_

Please describe the programs, services, or products that you will be promoting at your exhibit (if approved): \_\_\_\_\_

\_\_\_\_\_

Have you exhibited at CSMG before? If so, when? \_\_\_\_\_

**Agreement:** This form serves as notice of our application to become an exhibitor at CSMG 2020. The staff of CSMG and USCCB is hereby authorized to assign and reserve exhibition space at CSMG 2020 for the organization stated above. I understand that permission to exhibit is not confirmed until receipt of written confirmation from the CSMG staff. **Note: You will have 30 days to also register and submit payment. If your registration payment is not received on or before January 8, 2020, we will proceed to the next applicant on the waiting list. I hereby acknowledge and agree to comply with the *CSMG Exhibitor Terms and Conditions*, and to communicate that information to any others who will work at our exhibit during CSMG 2020.**

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

**Return completed application form by e-mail or fax to:**

**Diana Brown**

USCCB-JPHD  
3211 Fourth Street, N.E.  
Washington, DC 20017

Phone: (202) 541-3185  
Fax: (202) 541-3339  
E-mail: dbrown@usccb.org



# CSMG 2020 Exhibitor Terms & Conditions

## Criteria for Exhibitors:

- Exhibitors, whether commercial or non-profit, offer services or products compatible with the mission of CSMG and the teaching of the Catholic Church.
- CSMG reserves the right to limit the number of exhibitors and must approve each exhibitor in advance and in writing.
- Application to exhibit at CSMG 2020 indicates acceptance of CSMG's terms and conditions for exhibitors.

## Exhibitor Terms and Conditions:

- Deadline for application: **CSMG staff must receive the *Exhibitor Application* no later than Friday, December 13, 2019.** CSMG staff will review each application and notify applicants of their status as soon as possible.
- Notification of approval and fee: Approved exhibitors will be notified by e-mail and will receive instruction and a password to register and pay a fee of \$500 (includes 6% bank credit card/check processing fee) through CSMG online registration. Exhibitors who find it necessary to cancel their registration by December 31, 2019 will receive a full refund minus a \$50 administrative fee and the 6% bank credit card/check processing fee. Cancellations after December 31, 2019 will result in no refund.
- Assignment of space: Exhibit space is assigned first to CSMG collaborating organizations, and after that on a first come, first assigned basis. Reservation of exhibiting space will not be confirmed until payment is received in full. USCCB and CSMG reserve the right to remove displays or entire exhibits that are not compatible with the teachings of the Catholic Church.
- Services provided: Each exhibitor will be provided with a 6' skirted table with two chairs. **NOTE: Additional table/s may be available. Cost of an additional 6' skirted table added to adjacent exhibit space will be \$500 per table and based on available space.** Additional tables smaller than 6' added to existing exhibit space (i.e. no additional exhibit space required) may be available and can be arranged through hotel for a fee. Displays should generally be confined to tabletops, with one floor-stationed banner permitted. Other exhibit configurations must receive prior approval from the conference organizers. No pipe and drape, electricity, internet, or special security will be provided. Arrangements can be made with the hotel for internet and electricity access for a fee. Exhibitors are responsible for any additional cost incurred with the hotel and will be invoiced after CSMG for any such additional expenses.
- Approved access for exhibitors: Status as an exhibitor at CSMG does not include admittance to any CSMG events (including pre-Gathering events), nor to any private meetings or events of partner organizations that take place during the Gathering. Approved exhibitors are welcome to register in order to fully participate in the Gathering. The simplest way to do so is by using the "Exhibitor" option, and then selecting "Exhibitor Attendee" to register in both categories and take care of payment at one time.
- Display and distribution of materials: Exhibitors may display and distribute materials only at their approved exhibit table. No materials are to be distributed in meeting rooms or placed on tables or chairs.
- Security for exhibits: Security of all exhibit display materials and personal items is the exhibitor's responsibility. Neither USCCB nor the Omni Shoreham Hotel will be responsible for lost or stolen items. **Due to space limitations, CSMG is unable to store any exhibit items during the gathering. Please make sure you coordinate with UPS store on items arriving to the hotel for exhibits.**
- Authorized representative(s): **Exhibitors must wear the designated badges at all times during CSMG events.** Exhibitors may have no more than two staff working at each exhibit table at one time. Exhibit personnel shall be restricted to owners, full-time employees, or other authorized representatives approved by CSMG to staff the exhibit stand during the published exhibit hours. Each exhibiting organization shall provide CSMG in advance with the name and title of the person(s) who will be staffing their exhibit and will be designated as responsible for the exhibit.

## Exhibitor Terms and Conditions (continued):

- **No Endorsement:** Permission to exhibit (if granted) confers only a limited license by CSMG to an exhibitor to use one or more exhibit space(s) to be assigned by CSMG for exhibition purposes at the Gathering. It does not and shall not be construed, interpreted, or described in any way to constitute approval, endorsement, or recommendation of exhibitors or their products, or in any manner create an agency relationship between USCCB or CSMG and exhibitors.
- **Breaking-down exhibits:** Exhibits break-down should not begin before 5:00 p.m. on Monday, January 27, 2020 and all exhibits must be taken down no later than 12:00 p.m. Tuesday, January 28, 2020. Neither USCCB nor the Omni Shoreham Hotel is responsible for items that are left after the break-down period.
- **Media, Social Media, and Recording Policy:**
  1. **Professional media** organization representatives are required to obtain advanced accreditation to attend the Catholic Social Ministry Gathering (see CSMG [Media Accreditation](#) page).
  2. **Social media is encouraged at CSMG.** However, CSMG participants are responsible for their own use of social media during the Gathering, and are asked to be respectful of other participants, and to follow normal courtesies in this regard. Note the following exception about off the record sessions.
  3. **Closed to Media sessions** will be announced and/or posted at the beginning of some meetings or noted in program materials. No social media posting, recording, or reporting of any kind is permitted from sessions that are announced as closed to media.
  4. **Recording by participants** of entire sessions at CSMG for the purposes of posting, sharing, or distribution is not permitted. Any questions about recordings of CSMG keynotes, plenaries, or other presentations should be directed to the Coordinator.
  5. **Recording by CSMG staff** or official representatives will be taking place, and CSMG participants consent to being recorded. CSMG representatives will record or photograph some CSMG events in part or in full, and the U.S. Conference of Catholic Bishops (USCCB) may make recordings or photos available for official purposes. By your attendance at CSMG, you hereby agree that you may be photographed, videoed, or recorded and that such photography, video, and/or recording will be owned by USCCB and may be edited, modified and distributed by USCCB in any format chosen by USCCB.
- **Protection of premises:** Exhibitors acknowledge and agree to adhere to and be bound by a) all applicable fire, utility, and building codes; and b) all applicable rules, regulations and policies of the Omni Shoreham Hotel. No attachments of any kind may be made to the columns, walls, floors, or other parts of the building or furniture. All decorative materials used by exhibitors must be flame retardant. Exhibitors shall leave the exhibit space in the condition that it was in when exhibitors entered upon the premises and shall not cause or permit others to cause any damage or disruption to the exhibit space or the facility.
- **Failure to open exhibition:** In the event that the premises of the hotel are destroyed or damaged; or the Gathering fails to take place as scheduled or is interrupted and/or discontinued; or access to the premises is prevented or interfered with by reason of any strike or work stoppage, lockout, injunction, act of war, act of terrorism, act of God, emergency declared by any governmental agency, curtailment of transportation facilities, or any other situation making it inadvisable, illegal, unreasonable, or impossible to provide the facilities or to hold the Gathering, this contract may be terminated by CSMG. In the event of such termination, exhibitors waive any and all claims for damages and agree that the sole liability of CSMG shall be to return the exhibitor fee, less the exhibitor's pro-rata share of all costs and expenses incurred and committed by CSMG.
- **Additional terms and conditions:** Additional terms and conditions may be specified by CSMG staff or the event hotel.

## Further Instructions for Exhibitors:

- After applying to exhibit at CSMG 2020 and receiving approval, exhibitors will be instructed to complete arrangements (and registration if desired) via CSMG online registration. Online payment options are also available.
- Exhibitors needing to cancel or modify a request to exhibit should send requests to Diana Brown ([dbrown@usccb.org](mailto:dbrown@usccb.org)) no later than **December 31, 2019**, in order to receive a full refund minus a \$50 administrative fee and the 6% bank credit card/check processing fee. **Cancellations after December 31, 2019, will result in no refund.**

- Notify Diana Brown ([dbrown@uscgb.org](mailto:dbrown@uscgb.org)) no later than Wednesday, January 22, 2020, with the total number of packages shipped and a description of the contents. Upon arrival at hotel, please check with the FedEx/Business Center for your packages/boxes. Please check with Diana Brown if you are unable to locate your boxes. Packages/boxes will be delivered to your exhibit table upon request.
- Any exhibit items shipped to the Omni Shoreham Hotel should not arrive prior to Wednesday, January 22, 2020. There will be an additional \$25.00 charge per day for all days beyond the three-day window, and you will be charged after the Gathering if you incur storage/handling fees. When shipping items to the hotel each label should include the information shown on the example below, inserting your own information in place of the red text. **NOTE: Additional exhibit items must be stored under exhibitor tables and will be the responsibility of the exhibitor. Due to space limitation, CSMG is unable to store any exhibit items during the gathering.**

<p><b>From:</b> [Name of person from your organization responsible for receiving the box(es)] [Total number of] boxes [Your organization] [Your address] [Your phone number]</p> <p><b>To:</b> Omni Shoreham Hotel Attention: Catholic Social Ministry Gathering (CSMG) 2500 Calvert Street NW Washington, District of Columbia 20008 USA Phone: 202-234-0700</p> <p>HOLD FOR ARRIVAL</p>
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