



Catholic Social Ministry Gathering

www.catholicsocialministrygathering.org

2022 Exhibitor Kit





CSMG 2022

A virtual gathering of Catholic social ministry leaders in the United States

For more than 30 years, the Catholic Social Ministry Gathering (CSMG) has served as the central gathering of Catholic social ministry leaders. CSMG 2022 will be held on Jan. 29 to Feb. 1, with pre-events on Jan. 28. The 2022 theme is “Justice at the Margins.” The event will focus on equipping participants with the knowledge, relationships, and skills to build communities of justice where all can thrive. This call is especially important as we continue to navigate the effects of the pandemic that have further pushed some communities to the margins.

In 2022, CSMG will occur as a virtual event once again. Our online audience included almost 1,000 participants in 2021.

Top reasons to participate in CSMG 2022 as an exhibitor or sponsor:

- **Engage** 500 to 1,000 Catholic leaders active in diverse fields of ministry.
- **Share resources** with participants through your personalized virtual exhibitor section of the event platform.
- **Connect one-to-one** with ministry leaders through live video chat function included with the exhibitor package.
- **Demonstrate** your organization’s commitment to the social mission of the Catholic Church.



Exhibiting at CSMG 2022

Virtual experience includes:

- Each exhibitor will have their own virtual exhibit booth on the conference platform with the ability to feature organizational information, videos, resource links, etc.
- Live video chat component of virtual exhibit booth will allow exhibitors to connect 1-1 with participants who visit the booth.
- Ability for participants and exhibitors to share contact information with one another to connect during and after conference.
- Exhibiting hours before and after formal program and during breaks will provide opportunity for substantial participation in exhibit booths.



Who will attend?

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.

Virtual Exhibit Booth Hours:

Friday, January 28, 2:00 p.m. – 7:00 p.m.

Saturday, January 29, 2:00 p.m. – 9:00 p.m.

Sunday, January 30, 12:00 p.m. – 7:00 p.m.

Monday, January 31, 12:00 p.m. – 7:00 p.m.

*Note: Times shown are proposed virtual booth hours.
Actual hours may be adjusted based on exhibitor feedback.*

Cost of Exhibit:

The fee for virtual exhibiting at CSMG 2022 will be \$350 (includes 2.95% 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.
- Complete application to exhibit at CSMG 2022 indicates acceptance of the *Exhibitor Terms and Conditions*, found on pages 3-4 of this packet, or by visiting us on the web at www.CatholicSocialMinistryGathering.org.
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CSMG 2022 Exhibitor Application

Please complete this form and return via email by Dec. 10, 2021.

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 virtually 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 2022. The staff of CSMG and USCCB is hereby authorized to assign and reserve exhibition space at CSMG 2022 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, submit payment. If your registration payment is not received on or before January 6, 2022, your exhibitor approval may be forfeited. 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 2022.**

Date

Signature

Return completed application form by e-mail to:

Diana Brown

Phone: (202) 541-3185

E-mail: dbrown@usccb.org



CSMG 2022 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 2022 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 10, 2021.** 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 instructions and a password to register and pay a fee of \$350 (includes 2.95% bank credit card processing fee) through CSMG online registration. Exhibitors who find it necessary to cancel their registration by **December 31, 2021**, will receive a full refund minus a \$50 administrative fee and the 2.95% bank credit card processing fee. Cancellations received after **December 31, 2021**, will result in no refund.
- Exhibitor content: Exhibitors will be asked to upload their exhibitor content to CSMG platform (e.g., logo, resource links, contact info, pics, etc.) by **January 21, 2022**. **Organizational logo requirement is (300 x 300 pixels).**
- Approved access for exhibitors: Status as an exhibitor at CSMG does not include admittance to any CSMG events. Approved exhibitors are welcome to register in order to fully participate in the Gathering.
- 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.
- Failure to open exhibition: In the event that the Gathering fails to take place as scheduled or is interrupted and/or discontinued; or event 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.



CSMG 2022 Exhibitor Terms & Conditions

Further Instructions for Exhibitors:

- After applying to exhibit at CSMG 2022 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@uscgb.org) no later than **December 31, 2021**, in order to receive a full refund minus a \$50 administrative fee and the 2.95% bank credit card/check processing fee. **Cancellations received after December 31, 2021, will result in no refund.**