



CONFERENCE FOR CATHOLIC FACILITY MANAGEMENT

Exhibitor / Sponsor Brochure

May 6 - 8, 2013

Cathedral of St. James
Seattle, Washington

CCFM

CONFERENCE FOR CATHOLIC FACILITY MANAGEMENT (CCFM)
Seattle, Washington
May 6 – May 8, 2013

Exhibitor Information

The Conference for Catholic Facility Management (CCFM) will be held at the Westin Seattle, 1900 Fifth Avenue, Seattle, Washington from May 6 to 8, 2013. The CCFM Board of Directors and its members welcome you as an exhibitor and/or sponsor to this conference. The Board is very pleased with exhibitor and sponsor participation in the past. Exhibitors and sponsors make a significant contribution to the CCFM annual conference.

Exhibitor's Packet

The exhibitor's packet, including badges and other conference materials, may be picked up at the Conference Registration Desk beginning Sunday, May 5, 2013. Please note that your company personnel working in the booth cannot enter the exhibit area without the official CCFM conference badge.

Exhibit Representatives

Each exhibiting firm will be allowed to register two (2) representatives who may be present in the booth during exhibit hours and will be responsible for the installation, operation, and removal of the exhibit. Up to two (2) additional persons may be present for an additional fee of \$200.00 each. If an organization sponsors a CCFM event, they are entitled to four (4) complimentary registrations. Exhibit representatives must wear the official CCFM exhibitor badge while in the exhibit hall and throughout the CCFM conference. All materials distributed within the exhibit booths must represent the services provided by the registered exhibit firm only. Distribution of materials by or for affiliated firms is not authorized.

Installation of Exhibits

Exhibits may be installed on Monday, May 6 between 10:00 am and 2:00 pm. Exhibits must be set up by 2:00 pm on Monday, May 6, 2013. Exhibits open on Monday, May 6 at 3:30 pm. The Executive Director, Thomas W. Richter, P.E., and Bishop Roger Foys will host a welcome reception for the exhibitors/sponsors from 2:00 p.m. – 3:15 p.m. All exhibitors and sponsors are encouraged to attend.

Conference Attendance

Exhibitors are invited to attend the Keynote Address, Opening Reception, and the General Sessions. Exhibitors are also invited to attend the Closing Dinner on Tuesday, May 7, 2013 if RSVP is received by April 1, 2013.

Exhibitor payments are due at the time of contract completion.
With the acceptance of the contract by CCFM, no refund will be made for an unused booth.

Displays

Each exhibitor will be provided with a booth (10' wide x 8' deep) consisting of an 8' high back drape, 3' high side rails, and including one (1) draped table, two (2) chairs, one (1) wastebasket, and a 7" x 44" identification sign. All demonstrations and displays, distribution of literature, samples, or other promotional materials must be confined to the exhibitor's purchased exhibit space.

Use of Space

While the CCFM will make every effort to provide space as it is laid out by the official show decorator, the CCFM reserves the right to change booth locations or the physical space layout due to unforeseen circumstances. Audio presentations of any kind must be sufficiently subdued as not to annoy or disturb adjacent exhibitors or their patrons. Aisles, as designated on the exhibit floor plan, must be kept clean, clear, and free of obstruction. Easel stands and signs must not be placed beyond the booth area. Gifts and/or door prizes are permitted and encouraged at the display. Any prize drawings are to be held at the hospitality reception with members on Tuesday, May 7 at 1:00 pm. Upon receipt of an executed contract, an information packet will be sent to each exhibitor with details such as the shipping of materials to and from the hotel, as well as the proper contact for electrical needs, etc.

Operational Information

After exhibit registration is complete and fees paid, exhibitors may obtain further information from the National Office. Hotel reservations are to be made directly with the Westin Seattle (request the Conference for Catholic Facility Management rate) at 206-728-1000 or the Westin central reservations phone at 888-627-8513.

Exhibition Hours

Monday	May 6	3:30 p.m. - 6:30 p.m.
Tuesday	May 7	11:00 a.m. - 1:30 p.m.

Exhibitors may NOT dismantle or disturb their exhibits until 1:30 p.m. on Tuesday, May 7.

The CCFM Registration Desk will be open:

Sunday	May 5	1:00 p.m. - 7:00 p.m.
Monday	May 6	7:00 a.m. - 5:00 p.m.
Tuesday	May 7	7:00 a.m. - 5:00 p.m.

Location

Exhibits will be set up in the Westin Seattle hotel. There will be approximately 40 exhibits available according to the formula determined by the CCFM Board of Directors.

Fee

The non-refundable exhibitor fee of \$2,750.00 is payable at signing of contract, if received prior to January 4, 2013 (\$2,900.00 after January 4, 2013). Please make your check payable to Conference for Catholic Facility Management (CCFM). With the acceptance of the contract by CCFM, no refund will be made for an unused booth. Exhibit booths will be offered on a first come first serve basis. Receipt of payment determines confirmation.

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Exhibitor Contract

Company Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: (Area Code) _____

Fax Number: (Area Code) _____

E-Mail Address: _____

Responsible Person (please print): _____

Title: _____

Signature: _____

The above signed indicates that he/she officially represents the firm herein named and as such wishes to contract for a booth display in the exhibit area of the Conference for Catholic Facility Management (CCFM) 2013 to be held May 6 - 8, 2013 at the Westin Seattle hotel.

Acknowledgement is made hereby of the receipt of the Exhibitor Information Folder, which is incorporated with this contract as the governing directives for the show. All booths are placed and numbered according to the diagram prepared by the official show decorator and assigned by the CCFM National Office.

Upon execution of this contract, an exhibitor's packet will be furnished which will give details of services available to exhibitors. Exhibitors should make their own hotel reservations directly with the Westin Seattle (request the Conference for Catholic Facility Management rate) at 206-728-1000 or the Westin central reservations phone at 888-627-8513.

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Exhibitor/SPONSOR BADGE Information

Organization Name: _____

Contact Person: _____

E-Mail Address: _____

Exhibitor/Sponsor Attendee Registration (this information will be used for badges)

Attendee 1: _____ Complimentary

Attendee 2: _____ Complimentary

Attendee 3: _____ \$200.00

Attendee 4: _____ \$200.00

Total Exhibitor Registration Fees: \$ _____

- If your organization is sponsoring a CCFM event, you are eligible for two (2) complimentary registrations. If you are an exhibitor and a sponsor, you are entitled to four (4) complimentary registrations.

Please complete this form and return it to the Conference for Catholic Facility Management (CCFM) National Office. Admission name badges will be prepared from this sheet.

Thomas W. Richter, P.E.
Executive Director
Conference for Catholic Facility Management
P.O. Box 618146
Chicago, IL 60661
(314) 792-7002
trichter@archstl.org

CCFM reserves the right to approve exhibitors to be invited. By action of the Board of Directors, there will be approximately 40 exhibit booths in order to offer appropriate program balance to the conference.

Neither the Conference for Catholic Facility Management (CCFM) nor the Westin Seattle hotel are responsible for injury to persons or damage to/or loss of property belonging to the exhibitor or any person or persons.

The exhibitor assumes complete responsibility and liability for all loss, damage, or destruction of the property of the exhibitor or his agents. The exhibitor also assumes full responsibility and liability for all injury to any and all persons or property in any way connected with the exhibitor's display caused by the exhibitor or his agents.

The exhibitor indemnifies and agrees to hold harmless CCFM, its members, officers, directors, and the Westin Seattle hotel and employees from any and all liability arising from damage to property or personal injury caused by the exhibitor or his agents.

Return this contract properly executed with your check in the amount of \$2,750.00 (\$2,900.00 after January 4, 2013), made payable to Conference for Catholic Facility Management (CCFM), as follows:

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Executive Director
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SPONSORSHIP OPPORTUNITIES

This page contains a list of Sponsorable Events for the 2013 CCFM annual meeting. Sponsorable events provide a great opportunity for organizations to interact one-on-one with CCFM members. Event sponsors are afforded the opportunity to display their materials at their sponsored function.

Organizations who sponsored events at the 2012 annual meeting in Covington, Kentucky can secure their sponsorship again by responding prior to January 4, 2013. Sponsorable events not reserved by January 4, 2013 will be made available on a first-come basis.

SPONSORSHIP OPPORTUNITIES

Date	Start Time	End Time	Event and Sponsorship Amount
Monday & Tuesday, May 6 & 7, 2013	7:00 a.m.	6:00 p.m.	Internet Café \$5900
Monday, May 6, 2013	7:30 a.m.	8:15 a.m.	Board of Directors Meet New Members \$800
Monday, May 6, 2013	8:30 a.m.	10:00 a.m.	Keynote Address / Breakfast \$2500
Monday, May 6, 2013	11:00 a.m.	5:00 p.m.	Spouse / Guest Tour \$1800
Monday, May 6, 2013	12:15 p.m.	1:30 p.m.	Annual Business Meeting Lunch \$6000
Monday, May 6, 2013	3:30 p.m.	6:30 p.m.	Refreshments with Exhibitors \$8500
Tuesday, May 7, 2013	7:00 a.m.	9:00 a.m.	Breakfast \$2800
Tuesday, May 7, 2013	12:00 p.m.	1:30 p.m.	Networking & Grazing Lunch w/ Exhibitors \$2800
Tuesday, May 7, 2013	3:00 p.m.	3:30 p.m.	Break \$2500
Tuesday, May 7, 2013	6:30 p.m.	7:15 p.m.	Reception \$5800
Tuesday, May 7, 2013	7:30 p.m.	9:00 p.m.	Dinner and Conference Wrap-up \$7500
Wednesday, May 8, 2013	7:00 a.m.	8:30 a.m.	Breakfast and Facilitated Roundtables \$2800
Wednesday, May 8, 2013	9:00 a.m.	12:00 p.m.	Bus for Optional Diocesan Tour \$1800
Other Opportunities			
Conference Portfolio or Tote (w/ your flyer inserted)			\$3800
Conference pens/note pads			\$1500

To select a Sponsorable Event or for additional information, please contact:

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Executive Director
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trichter@archstl.org

Exhibitors make a significant contribution to the CCFM annual conference. We invite you to become part of this unique opportunity to share your business and ideas with CCFM members. Register today!

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Thomas W. Richter, P.E. – Executive Director
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Office: (314) 792-7002 • E-Mail: trichter@archstl.org

Photography provided by Visit Seattle.