
***Catholic Youth Ministry
Resource Exposition***

***31st National Conference on
Catholic Youth Ministry***
November 30-December 3

(Show Dates: Nov. 30—Dec. 2, 2006)

Riviera Hotel and Casino

Las Vegas, Nevada



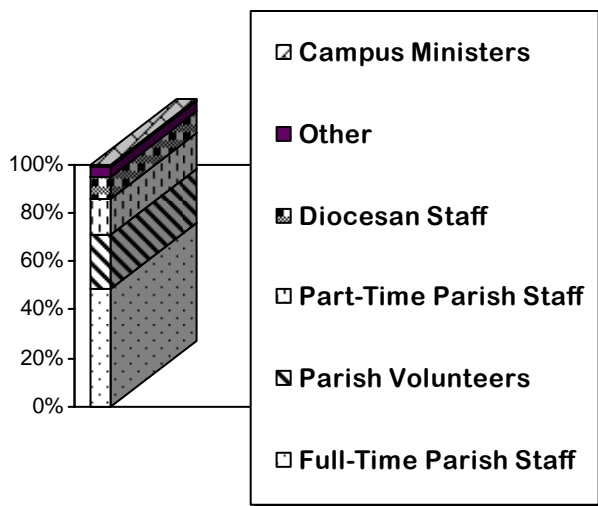
**National Conference on Catholic Youth Ministry
November 30 - December 3, 2006
Las Vegas, Nevada**

Event

The National Conference on Catholic Youth Ministry (NCCYM) is the largest gathering of Catholic adult leaders who minister with adolescents in the United States. Exhibiting at the conference's Catholic Youth Ministry Resource Exposition (Exposition) is an opportunity to build professional relationships and share your resources with youth workers from across the nation. As youth ministry has continued to expand and the number of youth ministry personnel has increased, this is a crucial opportunity for educating these decision-makers about the latest services, products, and technologies that can be used in parish, school, and diocesan ministries.

NCCYM is respected as a key opportunity for Catholic youth ministers to gather for professional development, spiritual formation, and networking. This year's 31st biennial conference is expected to draw more than 2,500 attendees. With increased emphasis on the role of the Catholic Youth Ministry Resource Exposition, it is anticipated that most participants will visit the exhibit area, which is located near the entrance to the general session ballroom. Do not miss this opportunity to showcase your company's products and services to leaders in Catholic youth ministry including parish youth ministry coordinators, school campus ministers, directors of religious education, pastors, diocesan staff, teachers, catechists, and volunteers.

Who Attends NCCYM



Sponsor

NCCYM is sponsored by the National Federation for Catholic Youth Ministry (NFCYM), a nonprofit organization whose mission is to serve those who serve the young Catholic Church. NFCYM participates in the mission of the Catholic Church by advocating for and supporting Catholic youth ministry on the national, diocesan, and local level.

Theme

The theme for the 2006 NCCYM is "And the Desert Shall Bloom/Y el Desierto Florecerá."

Exhibitors

The Catholic Youth Ministry Resource Exposition gathers an extensive array of providers of resource materials for catechesis and youth ministry, Catholic speakers and performers, music publishers, advocacy groups, and national youth-serving organizations. These companies and organizations market a variety of products, services, and resources for adults serving the young church.

Application for Space

Applications for the Catholic Youth Ministry Resource Exposition exhibit space must be made in writing on the enclosed official Application and Contract for Exhibit Space. **Full payment for booth must accompany each application. Applications will not be processed without full payment.** Promptness in applying for space is recommended as exhibit space is extremely limited. NFCYM reserves the right to refuse space to any applicant who, in the opinion of the NFCYM, is unlikely to contribute to the overall objectives of the conference.

Inquiries regarding the Catholic Youth Ministry Resource Exposition should be directed to:

Carolyn Adrian
NCCYM Exhibit Coordinator
National Federation for Catholic Youth Ministry
415 Michigan Avenue NE, Suite 40
Washington DC 20017

Telephone: 361-552-9605
Fax: 361-552-1421
E-mail: exhibits@nfcym.org

Exposition Schedule

The 2006 NCCYM Catholic Youth Ministry Resource Exposition will be held in the Grande Ballroom of the Riviera Hotel and Casino Thursday, November 30-Saturday, December 2, 2006.

Installation

Wednesday, November 29, 2006

Exact hours to be announced.

Thursday, November 30, 2006

8:00 A.M.–11:30 A.M.

Show Hours

Thursday, November 30, 2006

12:00 P.M.–6:00 P.M.

Friday, December 1, 2006

10:30 A.M.–4:00 P.M.

Saturday, December 2, 2006

10:30 A.M.–6:00 P.M.

Dismantling

Saturday, December 2, 2006

6:00 P.M.–11:00 P.M.

- Exhibit space must be claimed by 8:30 A.M. on Thursday, November 30. All exhibits must be set up by 11:30 A.M. on Thursday, November 30.
- Exhibits may not be dismantled until after the official exposition closing on Saturday, December 2 at 6:00 P.M.
- No children under the age of 16 are permitted on the show floor during installation or dismantling.

Booth Packages

Each Exposition booth space is 10'x10' and includes the following:

- Draped 8' high backwall
- Draped 3' high siderails
- 6' skirted table
- 2 chairs
- 7" x 44" sign with company name
- Wastebasket
- Alphabetical listing in the program booklet
- Listing on the conference website with hyperlink
- Up to 4 complimentary booth personnel
- Admittance to conference sessions with Exposition badge

Informational Booth

Exhibitors providing information only may rent informational booths at a cost of \$450 per booth. Informational booths may not sell products or take orders during the Exposition.

Retail Booth

Exhibitors selling or taking orders for products may rent retail booths at a cost of \$650.

Additional Items

Transportation, warehousing, electrical outlets, power, telephone, additional furniture, and drayage are not included in the booth cost. Forms for ordering these services will be provided from the official service contractor following receipt of registration.

Assignment of Space

Booth space will be assigned on a first come, first served basis based on the date the application **and full payment are received**. Priority placement is given to diocesan and collaborating members of the NFCYM. Confirmation of booth space will be mailed beginning May 12, 2006 for applications received by May 1, 2006.

Acceptance of Contract

Contract for booth space is accepted only when the following conditions have been met:

- Completed application form is received by the NFCYM
- Full payment for booth space is received by the NFCYM
- Exhibitor receives written notice from the NFCYM indicating acceptance of contract.

Floor Plan

The current Catholic Youth Ministry Resource Exposition floor plan is available on the conference website:

www.nfcym.org/nccym/2006/floorplan.htm.

Official Rules and Regulations

The official exhibit rules and regulations are printed on the back of the 2006 Application and Contract for Exhibit Space. Please read these rules and make sure all booth personnel understand the terms, conditions, and general information on the Catholic Youth Ministry Resource Exposition contract. Exhibitors are bound by the policies and general operating procedures of the Riviera Hotel and Casino. Please refer to: www.nfcym.org/nccym/2006/exhibitors.htm for a copy.

Representative Registration

Up to four booth personnel per one 10'x10' booth are included in the cost of the booth. Additional registrations for Exposition representatives are available at a rate of \$125 per person. A badge request form will be sent with notification of contract acceptance.

Local Tax Laws

Exhibitors must comply with all local tax laws. Contact the Nevada Department of Revenue at 775-684-2000 or <http://tax.state.nv.us> for information on how to comply with Nevada's tax regulations.

Cancellation

Cancellation must be made in writing to NFCYM. If notification is received before September 18, 2006, all monies less a \$50 service charge per booth will be refunded. No refunds will be granted for space cancelled after September 18, 2006.

Advertising

Advertising in the conference program book is an excellent way to give your products and services maximum exposure and to increase booth traffic. The conference program book, which also contains valuable information on general sessions, concurrent sessions and workshops, the Exposition, and other functions, will be read by more than 2,000 attendees. To advertise in the NCCYM program book contact NFCYM.

Direct Mail Promotion

Exposition exhibitors may rent the conference registrant mailing list for one-time usage. This is a great opportunity to send flyers or cards encouraging registrants to visit your booth. Contact NFCYM for a rental agreement at marketing@nfcym.org.

Exhibitor Passport Program

As an incentive for conference attendees to visit the Catholic Youth Ministry Exposition, the NFCYM has created the Exhibitor Passport Prize Program. Attendees must get their passport stamped by a percentage of the exhibitors present and then turn in their completed card to be entered into a prize drawing.

To donate an item for the Exhibitor Passport Prize Program, contact Carolyn Adrian. Prizes should have a minimum value of \$100. Prizes and their donors will be recognized in the conference program and on-line.

Housing and Travel

Hotel Reservations

The Riviera Hotel and Casino is the official hotel for the 2006 National Conference on Catholic Youth Ministry. The special group rate for NCCYM is \$99 a night plus taxes (currently 9 %) for single and double occupancy rooms. (Each additional person is \$20 per night, up to two additional people). Hotel reservations are separate and not included in your booth rental fee.

In order to receive the special group rate for NCCYM, mention the *National Federation for Catholic Youth Ministry* at the time of reservation.

The Riviera Hotel and Casino
800-634-6753;

<http://www.nfcym.org/nccym/2006/hotel.htm>

Airline Ticket Discounts

Continental Airlines offers discounts off published fares of 2-15% or zone fares. Call your travel professional or Continental MeetingWorks* at 800-468-7022 for reservations. Refer to Z Code ZT05 and Agreement Code VWYHF9. You can save an additional 3% by booking your own reservations at www.continental.com. Choose flight times and access meeting discounts by inserting ZT05VWYHF9 in the Offer Code box. Valid travel dates are November 25 through December 8, 2006.

* There is a \$10 charge for reservations made over the phone.

Car Rental Discounts

Avis Rent-a-Car is the official car rental company for the 2006 NCCYM. For discounted rates and reservations, call 800-331-1212 and specify code AWD J999005 or visit www.avis.com.

APPLICATION AND CONTRACT FOR EXHIBIT SPACE
31st Biennial National Conference on Catholic Youth Ministry
CATHOLIC YOUTH MINISTRY RESOURCE EXPOSITION

We, the undersigned, do hereby submit this application and contract for exhibit space as indicated below for our use at the National Conference on Catholic Youth Ministry (NCCYM) and the 2006 Catholic Youth Ministry Resource Exposition (Exposition) to be held in Las Vegas at the Riviera Hotel and Casino, November 30-December 2, 2006. We have read and agree to comply with the exhibit regulations and instructions on the reverse side of this application and contract form, and in the exhibitor prospectus, which are part of this application and contract. Full payment for each 10' x 10' booth is enclosed. (Make check payable to NFCYM.)

Please print or type.

1. Number of 10'x10' booths required: _____ Type of booth(s): _____ Retail (\$650 per booth)
_____ Informational (\$450 per booth)
2. Total cost of booth(s): \$ _____ = number of booths x cost of booth type
3. Indicate the booth numbers for your first, second, and third preferences from the Exposition floor plan (www.nfcym.org/nccym/2006/floorplan). Please identify different areas of the floor plan. *Note: Your location preferences will be heeded, but cannot be guaranteed.*
1ST _____ 2ND _____ 3RD _____
4. In case none of your choices are available, list special needs, if any, to help us assign an alternate space (e.g. in-line booth, corner, double-end booth, island, etc.): _____
5. The exhibitors or type of exhibits we wish to be near are: _____

6. The exhibitors or type of exhibits we do not wish to be near are: _____

7. Describe in 20 words or less the products/services to be displayed: _____

8. Name as it should appear on the booth sign and in conference program: _____
9. Web address to be listed in conference program (if space allows) and on conference website: _____

10. Estimated exhibitor installation to begin: Wednesday (TBA) Thursday morning

Submitted by:

Name of Company/Organization: _____
Mailing Address : _____
City: _____ State: _____ ZIP Code: _____
Contact Person: _____
Telephone: (_____) _____ Fax: (_____) _____
E-Mail: _____
Signature: _____ Date: _____

Return this application with full payment to: NFCYM, 415 Michigan Avenue, NE, Suite 40, Washington, DC 20017

Credit Card Payment

Visa MasterCard Discover

Card Number: _____

Expiration Date: _____ Security Code: _____

Amount: \$ _____

Name on Card: _____

Signature: _____

For NFCYM Use

Date Received: _____

Payment Cleared: _____

Booth Assignment: _____

Notification Sent: _____

Representative: _____

Date: _____

2006 Catholic Youth Ministry Resource Exposition

Official Regulations

All exhibits and exhibitors are subject to the following regulations. The words "Management" and the letters "NFCYM" herein refer to the National Federation for Catholic Youth Ministry, Inc., acting through its officers, employees, or agents in the management of the National Conference on Catholic Youth Ministry (NCCYM) and the Catholic Youth Ministry Resource Exposition (Exposition).

- 1. Exposition Sponsorship and Objectives**—The Catholic Youth Ministry Resource Exposition is produced by and is the property of the National Federation for Catholic Youth Ministry, Inc., herein referred to as NFCYM. The Exposition is a practical, educational adjunct to the general sessions and workshops held during the National Conference on Catholic Youth Ministry and is meant to supplement the professional development, resourcing, and networking of personnel involved in youth ministry. NFCYM reserves the right to refuse space to any applicant who, in the opinion of NFCYM, is unlikely to contribute to the overall objectives of the conference.
- 2. Contract for Space**—This application for exhibit space, full payment of rental charges, along with written notice of acceptance by NFCYM, together constitute a contract for the right to use the space. All exhibitors accepted for the 2006 Catholic Youth Ministry Resource Exposition agree to be bound by this contract and the Policies and General Operating Procedures of the Riviera Hotel and Casino, Las Vegas, Nevada. Applications should be filed promptly and must be accompanied by full payment for each requested booth. *Applications will not be processed without full payment for each booth requested.* Any cancellation must be made in writing to NFCYM. If notification is received before September 18, 2006, rental charges less a \$50 service charge per booth will be refunded. No refunds will be granted for space canceled after September 18, 2006.
- 3. Arrangements of Exhibits**—All exhibits must be arranged so as not to obstruct the general view or hide the exhibits of others. The standard equipment provided the exhibitor by the Management will consist of a cloth backwall 8 feet high, cloth side dividers 3 feet high, a skirted 6 foot table, two chairs, a wastebasket, and a company sign. No construction or built-up exhibit including signs, shall exceed the over-all height of the backwall, unless approved in advance by Management. Equipment more than 4 feet in height may not extend more than five feet from the backwall. Management reserves the right to adjust such displays to accommodate all concerned. All aisle space belongs to NFCYM. Exhibitors may not obstruct the aisles. The exhibitor will ensure that its exhibit and product/service information comply with the Americans with Disabilities Act, and its regulations and guidelines. Exhibitor overhead signs and banners must be approved in advance by the Management. Approval deadline is November 6, 2006. Carpeting of aisle space between two exhibit spaces directly across from each other will only be permitted with written permission in advance from NFCYM. *Double-end Booths*—A double-end booth faces on three aisles. Exhibitors with this type of booth must limit their 8' high backwall to the middle 10' of their exhibit area. This backwall must not exceed 8' high. The remainder of the display area must not exceed 4' in height. *Island Booths*—An island booth faces on four aisles and must not exceed 16' in height.
- 4. Installation**—Exhibits may be installed in the Grande Ballroom of the Riviera Hotel and Casino, Las Vegas, Nevada, on Wednesday, November 29, 2006 (hours to be announced) and Thursday, November 30, between 8:00 A.M. and 11:30 A.M. All exhibits must be set up by 11:30 A.M. on Thursday, November 30. No children under the age of 16 are permitted on the show floor during installation or dismantling.
- 5. Dismantling**—The Catholic Youth Ministry Resource Exposition officially closes on Saturday, December 2, 2006 at 6:00 P.M. Exhibitors may not dismantle or disturb their exhibits until after the official closing. Failure to observe this rule may jeopardize the exhibitor's space assignments or right to exhibit at future NFCYM conferences. All exhibits and accompanying supplies must be dismantled and removed from the Grande Ballroom of the Riviera Hotel and Casino by 11:00 P.M., Saturday, December 2, 2006.
- 6. Unclaimed Space**—Any space unclaimed by 8:30 A.M., Thursday, November 30, 2006, may be reassigned without refund of rental paid. Management will not be liable for any incurred expenses.
- 7. Work Rules**—Any help needed to move, erect, or dismantle exhibits should be requested from NFCYM's official general service contractor. Easels for exhibitors must be obtained from the general service contractor. Only professional signs are permitted. No handwritten or makeshift signs may be utilized.
- 8. Care of Building/Regulations**—Exhibitors or their agents shall not injure or deface the walls or floors of the building, the booths, the equipment, or furnishings in the booth. The exhibitor will be held liable for any such damage caused by him or his agent. Signs and easels are not permitted anywhere in the Riviera Hotel and Casino Hotel lobby area, casino area, or guest room hallways. The general services contractor can hang banners for exhibitors. Contact the general service contractor for current prices and to place an order. The exhibitor assumes full responsibility for complying with union regulations, local, city, and state laws regarding sales taxes and regulations concerning fire, safety, electrical wiring, and health.
- 9. Use of Exhibit Space**—No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without the consent of Management and approval of the terms thereof. No exhibitor is permitted to show goods other than those manufactured or handled by him in the regular course of business. No firm or organization not assigned space in the Exposition will be permitted to solicit business in any manner within the exhibit hall. Management reserves the right to reject or terminate exhibit privileges of any exhibitor due to conduct of personnel, method of operation, materials, noise, or for other causes which Management believes is not compatible with the purpose of the NCCYM.

10. Fire/Safety Regulations—Exhibitors assume all responsibility for compliance with all city and state ordinances and regulations including those covering fire and safety. All exhibit equipment and materials must be made of flame-proofed material and must clear the floor. All special electrical connections must be handled by the Riviera Hotel or their independent electric company and approved by the Riviera Hotel and Casino Convention Services Department. Use of extension cords is discouraged. In the event that extension cords must be used, they must be used singly, plugged into the nearest outlet, and taped down to the floor. All extension cords must be heavy duty, UL approved grounding type. The size depends on the load, requirement minimum size 1413. Approved power strips will be available throughout the Riviera Hotel and Casino Audio/Visual Department. If the exhibitor neglects or violates these regulations or otherwise incurs fire hazards, Management may cancel without refund, all or such parts of his exhibit that may be irregular.

11. Entertainment—The exhibitor agrees not to sponsor group functions such as tours, speeches, or other activities during conference and Exposition hours that would in any way interfere with registrants' attendance at regular conference functions or induce visitors away from the Exposition. Exhibitor agrees that it shall be his sole responsibility to obtain any licenses which may be required for it to broadcast, perform, or display any copyrighted materials, including but not limited to music, video, and software.

12. Circularization and Solicitation—Distribution by the exhibitor of any printed matter, souvenirs, or other articles must be confined to the space assigned. No undignified manner of attracting attention will be permitted. Exhibitors are responsible for keeping the aisle(s) near their booth(s) free of congestion or promotion. No exhibit or advertising matter will be allowed to extend beyond the space allotted to the exhibitor.

13. Direct Sales—Direct sales are defined as the on-the-spot transfer of goods for money, check, credit card, draft, or any other kind of payment. Exhibitors who engage in direct sales are responsible for securing appropriate licenses/permits as required and collecting all applicable local and state taxes.

14. General Restrictions—(a) Exhibitors may not distribute food or drink samples without written permission from the NFCYM and the Riviera Hotel and Casino. (b) Management reserves the right to restrict exhibits which, because of noise, methods of operation, or any reason, become objectionable, and also to prohibit or evict without refund any exhibit or person, which in the sole opinion of the Management, may detract from the general character of the Exposition. (c) No display furnishings exposing an unfinished surface to neighboring booths or an aisle will be permitted. (d) Exhibitors are not permitted to set up displays in hotel rooms, hotel suites, lobbies, or the casino.

15. Locations of Exhibits—The Management reserves the right to alter location of exhibits or booths shown on the official floor plan as it deems advisable and in the best interest of the Exposition; however, no change of location will be made without discussion with the exhibitor affected by such changes.

16. Fair Employment—The exhibitor agrees that during the life of this contract he will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, or ancestry.

17. Liability and Insurance—Management will employ reputable guards and will take reasonable precautions to safeguard the exhibitor's property; however, Management will not be liable for loss or damage to property of the exhibitor or his representatives or employees from theft, fire, accident, or any other cause beyond its control. Exhibitors are advised to insure themselves at their own expense against property loss or damage and against liability for personal injury. Management's liability for injury to persons or loss or damage to property shall be limited to such as may be caused by its negligence. The exhibitor shall indemnify the Management against and hold it harmless from negligence of the exhibitor or in connection with the exhibitor's use of display space.

Exhibitor assumes responsibility and agrees to indemnify and defend Management and the Riviera Hotel and Casino and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. Exhibitor understands that neither Management nor the Riviera Hotel and Casino maintain insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance.

Management reserves the right to require at its sole discretion, exhibitors to procure and maintain, at their own expense, insurance against liability for personal injury or property damage arising from the acts or omissions of employees or agents of exhibitors and, to require exhibitors, as a condition of being permitted to exhibit, to provide Management with a certificate of insurance listing Management and the Riviera Hotel and Casino as named insured or other satisfactory proof that such insurance is in place.

18. Failure to Open Exposition—In case the premises of the Riviera Hotel and Casino shall be destroyed or damaged, or if the National Conference on Catholic Youth Ministry and the Catholic Youth Ministry Resource Exposition 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, lockout, injunction, threat or act of terrorism, act of war, act of God, emergency declared by any government agency, or for any other reason, this contract may be terminated by the NFCYM. In the event of such termination the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of NFCYM shall be to return to the exhibitor his space payments, less his pro-rata share of all costs and expenses incurred and committed by NFCYM.

19. Regulations and Contract—These regulations have been formulated in the best interest of all concerned and become a part of the contract between the exhibitor and NFCYM. All matters and questions not covered by these regulations are subject to the decisions of the Management.