

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

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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](http://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.*  
1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_ 3<sup>RD</sup> \_\_\_\_\_
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.