



National Catholic Youth Conference  
sponsored by the  
National Federation for Catholic Youth Ministry

Georgia World Congress Center  
Atlanta, Georgia  
October 27-30, 2005

NFCYM Exhibitor Prospectus



**NFCYM**  
NATIONAL FEDERATION FOR  
CATHOLIC YOUTH MINISTRY

## **NCYC**

The **National Catholic Youth Conference (NCYC)** is the largest biennial gathering of Catholic teenagers in the United States. The three days are an opportunity for 20,000 young people to engage in inspirational presentations, vibrant worship, and energetic activities. These are days of celebration, learning, and formation. Georgia World Congress Center is the site of the 2005 gathering, *Winds of Change*.

Young people will travel in church and school delegations from thousands of communities across the nation. They will come by airplane, train, bus, and automobile. Some will have spent twelve months or more fund raising to cover the trip's expenses. For many, participating in the NCYC is a pivotal moment in their adolescent faith formation.

These faith-filled teenagers are accompanied by several thousand adult chaperones including priests, women and men religious, church and school personnel, and volunteer youth ministers. Many Catholic bishops regularly participate in this gathering as well.

Exhibiting at the NCYC is an opportunity to reach Catholic young people and their adult leaders. Past exhibitors have included religious publishers, religious goods retailers, Catholic organizations, religious communities and vocations offices, musicians and entertainers, community organizations, colleges, and various secular merchandise vendors.

The 2005 NCYC events will be held at the Georgia World Congress Center. One of these events is a thematic park—built to provide educational and recreational activities for the conference participants. The park will include the exhibits, interactive learning experiences, athletic games, service projects, art activities, and amusements.

Share your company's products and services with thousands of young Catholics—exhibit at the 2005 National Catholic Youth Conference.

## **Application for Space**

Applications for exhibit space in the NCYC thematic park must be made in writing on the enclosed official Application and Contract for Exhibition Space. The prescribed deposit must accompany each application in order to be processed. Balance is due by August 12, 2005. Promptness in applying for space is recommended since exhibit space is in great demand and may sell out. 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.

For inquiries about exhibiting at the National Catholic Youth Conference, please contact:

NFCYM  
415 Michigan Avenue, NE, Suite 40  
Washington, DC 20017  
Telephone: 202-636-3825  
Fax: 202-526-7544  
E-Mail: [exhibits@nfcym.org](mailto:exhibits@nfcym.org)

## **Assignment of Space**

Booth space will be assigned based on the date the application and deposit are received. Priority placement will be given to official conference sponsors. Assignments will begin on May 20 and will continue on an ongoing basis.

## **Floor Plan**

The exhibit hall floor plan will be posted on the conference website (<http://www.nfcym.org/ncyc>) by May 2, 2005. The space will be in Halls C1 and C2 of the Congress Center.



## **Thematic Park Schedule**

### **Installation**

*Wednesday, October 26, 2005*

2:00 P.M. - 8:00 P.M.

*Thursday, October 27, 2005*

8:00 A.M. - 11:00 A.M.

### **Show Hours**

*Thursday, October 27, 2005*

12:00 P.M. - 7:00 P.M.

*Friday, October 28, 2005*

11:30 A.M. - 7:00 P.M.

*Saturday, October 29, 2005*

10:00 A.M. - 6:30 P.M.

### **Dismantling**

*Saturday, October 29, 2005*

7:00 P.M. - 11:00 P.M.

Exhibit space must be claimed by 10:00 A.M. on Thursday, October 27. All exhibits must be set up by 11:00 A.M. on Thursday, October 27. Exhibits may not be dismantled until after the official closing on Saturday, October 29.

One representative from each exhibiting company/organization is to attend a brief meeting on Thursday, October 27 at 9:00 A.M.

No children under the age of 16 are permitted on the show floor during installation or dismantling.

## **Official Rules and Regulations**

The official exhibit rules and regulations are printed on the back of the 2005 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 National Catholic Youth Conference thematic park.

## **Cancellation**

Cancellation must be made in writing to NFCYM. If notification is received before Friday, August 12, 2005 all monies less a \$50 service charge per booth will be refunded. No refunds will be granted for space cancelled after Friday, August 12, 2005.

## **Representative Registration**

An exhibitor badge request must be completed for all booth personnel. A form will be provided with the contract acknowledgement. These forms must be sent to the conference registrar, Progress in Planning, by October 1, 2005. There is a \$10 fee for each exhibitor badge request as well as each subsequent change.

## **Local Tax Laws**

Exhibitors must comply with all local tax laws including the collection of sales taxes. It is recommended that exhibitors contact the Georgia Department of Revenue at their Atlanta Regional Office, 404-968-0480 or <http://www2.state.ga.us/departments/dor/index.html> for additional information on how to comply with Georgia's tax regulations. It is known that we will be in Fulton County and should be collecting tax in the 8 percent bracket. This information is needed to complete the Georgia Department of Revenue's Miscellaneous Event Form (located at <http://www.nfcym.org/ncyc>).

## **Georgia World Congress Center**

The Georgia World Congress Center has its own page of regulations specifically for exhibitors on their website. The address of the page for that exhibitor link is <http://www.gwcc.com/exhibitors/policies.html>.

## **Hotel Reservations**

The conference has secured a hotel room block specifically for exhibitors. The housing form will be available on <http://www.nfcym.org/ncyc> by May 2, 2005.



## Exhibition Packages and Rates

Package	Retail Exhibitors	Information Only Exhibitors	Deposit
<b>Single Exhibit Booth</b> <ul style="list-style-type: none"> <li>◆ 10'w x 10'd exhibit booth</li> <li>◆ Draped 8' back wall and 3' sidewalls</li> <li>◆ One 6' skirted table</li> <li>◆ 2 chairs</li> <li>◆ 1 wastebasket</li> <li>◆ Basic sign with exhibitor name and booth number</li> <li>◆ Alphabetical listing in the conference program book</li> <li>◆ Up to 4 booth personnel (\$10 badge fee per person)</li> </ul>	\$650	\$450	\$150
<b>Double Exhibit Booth</b> <i>Same as Single Exhibit Booth but with</i> <ul style="list-style-type: none"> <li>◆ 20'w x 10'd exhibit booth</li> <li>◆ Two 6' skirted tables</li> <li>◆ 4 chairs</li> <li>◆ 2 wastebaskets</li> <li>◆ Up to 8 booth personnel (\$10 badge fee per person)</li> </ul>	\$1,250	\$875	\$300
<b>Quad Exhibit Booth</b> <i>Same as Single Exhibit Booth but with</i> <ul style="list-style-type: none"> <li>◆ 20'w x 20'd exhibit booth</li> <li>◆ Four 6' skirted tables</li> <li>◆ 8 chairs</li> <li>◆ 4 wastebaskets</li> <li>◆ Up to 16 booth personnel (\$10 badge fee per person)</li> </ul>	\$2,400	\$1,700	\$600

### Retail Exhibitors

Exhibitors selling or taking orders for products or services must rent space at the retail rates.

### Information Only Exhibitors

Exhibitors providing information only may rent space at the information only rates. Informational booths may not sell products *or* take orders during the show.

Freestanding displays are welcome but must fit within the rented booth area. If extra room is needed, an additional booth must be rented.

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 by the official service contractor following receipt of registration.



## Exhibition Packages and Rates

Package	Retail Exhibitors	Information Only Exhibitors	Deposit
<p><b>Musician/Entertainer Full Size Booth</b>  <i>Limited to musicians and entertainers.</i></p> <ul style="list-style-type: none"> <li>◆ 10'w x 10'd exhibit booth near the coffeehouse</li> <li>◆ Draped 8' back wall and 3' sidewalls</li> <li>◆ One 6' skirted table</li> <li>◆ 2 chairs</li> <li>◆ 1 wastebasket</li> <li>◆ Basic sign with exhibitor name and booth number</li> <li>◆ Alphabetical listing in the conference program book</li> <li>◆ Up to 4 booth personnel (\$10 badge fee per person)</li> </ul>	\$650	\$450	\$150
<p><b>Vocations Mini-Booth</b>  <i>Limited to vocations offices, religious communities, and lay ministry associations.</i></p> <ul style="list-style-type: none"> <li>◆ 10'w x 5'd exhibit booth near the coffeehouse</li> <li>◆ Draped 8' back wall and 3' sidewalls</li> <li>◆ One 6' skirted table</li> <li>◆ 2 chairs</li> <li>◆ 1 wastebasket</li> <li>◆ Basic sign with exhibitor name and booth number</li> <li>◆ Alphabetical listing in the conference program book</li> <li>◆ Up to 4 booth personnel (\$10 badge fee per person)</li> </ul>	\$225	\$225	\$100
<p><b>College/University Table</b>  <i>Limited to colleges and universities.</i></p> <ul style="list-style-type: none"> <li>◆ One 6' skirted table</li> <li>◆ 2 chairs</li> <li>◆ 1 wastebasket</li> <li>◆ Basic sign with exhibitor name and booth number</li> <li>◆ Alphabetical listing in the conference program book</li> <li>◆ Up to 4 booth personnel (\$10 badge fee per person)</li> </ul>	N/A	\$175	\$75



## **NFCYM Exhibitor Code of Conduct**

In connection with any work for NFCYM, NFCYM exhibitors will:

- exhibit the highest ethical standards and personal integrity
- conduct themselves in a professional manner, free from physical, psychological, emotional, written, or verbal intimidation or harassment
- avoid taking unfair advantage of any relationship for their own benefit
- not physically, sexually, or emotionally abuse or neglect minors or adults
- share concerns about suspicious or inappropriate behavior immediately with NFCYM staff
- report any suspected abuse or neglect of a minor to local authorities
- accept their personal responsibility to protect minors and adults from all forms of abuse and free from physical, psychological, emotional, written, or verbal intimidation or harassment
- limit their contact with NFCYM event participants to that which is appropriate to their role within that event
- exclude from work at an NFCYM-sponsored event any staff, sub-contractors or volunteers who:
  1. Are being investigated for or have ever been convicted of a disqualifying offense.
  2. Have ever been terminated from employment or a volunteer position for reasons related to allegations of verbal, physical, or sexual abuse committed by them.
  3. Have sought or received any medical, physical, or psychological treatment for reasons involving verbal, physical, or sexual abuse committed by them.

## **Your Company's Name in Front of Thousands**

The 2005 NCYC is a great opportunity to place your name and image in front of 20,000 conference participants.

### *2005 NCYC Program Book*

This booklet is distributed to the 4,000+ adult leaders and chaperones attending the conference. It contains valuable information on sessions, speakers, activities, facility maps, safety, and the thematic park. This is *the* guide used by adults throughout the four-day gathering.

- Inside Covers      7.5"w x 9"h      \$700
- Full Inside Page    7.5"w x 9"h      \$500
- Half Inside Page    7.5"w x 4.25"h    \$275
- Quarter Inside Page 3.5"w x 4.25"h    \$125

Opportunities for corporate sponsorship of conference events and facilities are available. Sponsored printing of the NCYC program book, at the rate of \$7,000, includes the advertisement on the back cover.

To discuss advertising for the 2005 NCYC contact Ruby Mikell at [marketing@nfcym.org](mailto:marketing@nfcym.org) or 202-636-3825 and to discuss sponsorship for the 2005 NCYC contact Maureen Gross at [maureng@nfcym.org](mailto:maureng@nfcym.org) or Andrea Massengile at [andream@nfcym.org](mailto:andream@nfcym.org).

**APPLICATION AND CONTRACT FOR EXHIBITION SPACE  
2005 NATIONAL CATHOLIC YOUTH CONFERENCE**

We, the undersigned do hereby submit this application and contract for exhibit space in the Georgia World Congress Center as indicated below for our use at the National Catholic Youth Conference, October 27-30, 2005. We have read and agree to comply with the exhibit regulations and instructions on the reverse. A deposit is  
enclosed. (Make check payable to NFCYM.) We agree to pay the balance of the space rental price on or before August 12, 2005. Applications received after August 12, 2005, require full payment. Please print or type.

1. Type of booth(s): \_\_\_ retail booth \_\_\_ informational booth
2. Indicate the booth package and the number of booths requested.
- |  |  |
|--|--|
| <input type="checkbox"/> Single Booth _____  | <input type="checkbox"/> Musician/Entertainer Booths _____ |
| <input type="checkbox"/> Double Booths _____ | <input type="checkbox"/> Vocations Mini-Booths _____       |
| <input type="checkbox"/> Quad Booths _____   | <input type="checkbox"/> College/University Tables _____   |

Note: Your location preferences will be heeded, but cannot be guaranteed.

3. For single, double, and quad booths indicate ranges of booth numbers for your first, second, and third preferences from the floor plan. Please identify different areas of the floor plan.
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

In case none of your choices are available, list special needs if any, to help us assign an alternate space.

\_\_\_\_\_

4. The exhibitors or type of exhibits we wish to be near are \_\_\_\_\_
5. The exhibitors or type of exhibits we do not wish to be near are \_\_\_\_\_
6. De \_\_\_\_\_
- \_\_\_\_\_
7. Name as it should appear on the booth sign: \_\_\_\_\_

**SUBMITTED BY**

Name of Company/Organization \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_

Web Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Credit Card Payment**

Visa  MasterCard  Discover

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

Fax applications with credit card deposit to 202-526-7544.  
Mail applications with check deposit to: NFCYM, 415 Michigan Avenue, NE, Suite 40, Washington, DC 20017.

**2005 National Catholic Youth Conference**  
**Official Exposition Regulations**

All exhibits and exhibitors are subject to the following regulations. The words "Management," "Federation," and 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 Catholic Youth Conference.

**1. Exposition Sponsorship and Objectives**—The National Catholic Youth Conference (NCYC) is produced by and is the property of the National Federation for Catholic Youth Ministry, Inc., herein referred to as NFCYM. The thematic park exhibits are practical, educational adjuncts to the sessions held during the conference and are meant to supplement the formation of Catholic adolescents and their adult chaperones. 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.

**2. Contract for Space**—This application for exhibit space, the notice of space assignment by the NFCYM, and the full payment of rental charges together constitute a contract for the right to use the space. Applications should be filed promptly and must be accompanied by the prescribed deposit (applications will not be processed without the deposit). The balance is due on or before August 12, 2005. Management reserves the right to reassign space not completely paid for by August 12, 2005. Any cancellation must be made in writing to NFCYM. If notification is received before August 12, 2005, all monies less a \$50 service charge per booth will be refunded. No refunds will be granted for space canceled after September 5, 2003.

**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 varies by booth package and is described in the prospectus. No construction or built-up exhibit including signs, shall exceed the overall height of the back wall, unless approved by Management. Equipment more than 4 feet in height may not extend more than 5 feet from the back wall. Exposition Management reserves the right to adjust such displays to accommodate all concerned. All aisle space belongs to NFCYM. Exhibitors may not obstruct the aisles. Exhibitor overhead signs and banners must be approved in advance by Management. Approval deadline is September 15, 2005. Carpeting of aisle space between two exhibit spaces directly across from each other will only be permitted with written permission in advance from the NFCYM.  
**Double-end Booths**—A double-end booth faces on three aisles. Exhibitors with this type of booth must limit their 8' high back wall to the middle 10' of their exhibit area. This back wall 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 12' in height.

**4. Installation**—Exhibits may be installed in Georgia World Congress Center the evening of Wednesday, October 26, and the morning of Thursday, October 27. All exhibits must be set up by 11:00 A.M. on Thursday, October 27. No children under the age of 16 are permitted on the show floor during installation or dismantling.

**5. Dismantling**—The exhibits officially close on Saturday, October 29, 2005 at 6:30 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 forthcoming NFCYM conferences. All exhibits and accompanying supplies must be dismantled and removed from Georgia World Congress Center by 11:00 P.M., Saturday, October 29, 2005. No children under the age of 16 are permitted on the show floor during installation or dismantling.

**6. Unclaimed Space**—Any space unclaimed by 10:00 A.M., Thursday, October 27, 2005, may be reassigned without refund of rental paid. The 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.

**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. 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 the 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 at the conference will be permitted to solicit business in any manner within the exhibit hall.

**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. If the exhibitor neglects or violates these regulations or otherwise incurs fire hazards, the Management may cancel without refund, all or such parts of the exhibit that may be irregular.

**11. Entertainment**—The exhibitor agrees not to sponsor group functions such as tours, speeches, or other activities during conference hours that would in any way interfere with registrants' attendance at regular conference functions or induce visitors away from the conference.

**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 Georgia World Congress Center. (b) The 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 opinion of the Management may detract from the general character of the conference. (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, or lobbies.

**15. Locations of Exhibits**—The Management reserves the right to alter location of exhibits or booths shown on the official floor plans as it deems advisable and in the best interest of the conference; however, no change of location will be made without full 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**—The Management will employ reputable guards and will take reasonable precautions to safeguard the exhibitor's property; however, the 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.

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 as a named insured or other satisfactory proof that such insurance is in place.

**18. Exhibitors and their agents** are required to conform themselves to the NFCYM Exhibitor Code of Conduct printed in this document. Exhibitors must assure that anyone staffing their booth is given a copy of the code and abides by it.

**19. Failure to Open Exposition**—In case the premises of Georgia World Congress Center shall be destroyed or damaged, or if the National Catholic Youth Conference 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 the NFCYM shall be to return to each exhibitor his space payments, less his pro rata share of all costs and expenses incurred and committed by the NFCYM.

**20. 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 the NFCYM. All matters and questions not covered by these regulations are subject to the decisions of the Management.