

May 13, 2008

Dear Exhibitor/Sponsor:

As a member of and the meeting planner for the Catholic Coalition on Preaching, the Georgetown Center for Liturgy is pleased to invite you to the **National Convocation of the Catholic Coalition on Preaching** to be held in Louisville, KY, September 24-27, 2008. This year's theme is "*New Evangelization: Spirituality of the Preacher and the Hearer.*" The goal of the convocation is to recognize the primary importance of preaching in the Catholic Church and to promote and energize quality preaching in the United States.

In the past, our convocations have offered great networking and advertisement opportunities for individuals and organizations in addition to fostering discussion on some of the most relevant topics in today's Catholic Church. This year, we are expecting 250 to 300 participants and are hoping to continue the tradition. Thus, we are inviting you and your organization to the convocation.

You can get involved in one or both of the following ways:

- As an **exhibitor**. Being an exhibitor is the best way to connect directly with convocation participants, as well as showcase the programs, products, and services that your organization offers;
- As an **advertiser**: This option offers a low-cost way to get visibility for your organization.

Sponsorship opportunities are also available upon request.

Exhibitors

Participants will be able to visit your exhibit at any time during the convocation. The convocation schedule and layout has the exhibit space inside the main ballroom where the general sessions take place. Reserve your exhibit space by completing the enclosed Exhibit Space Reservation form and returning it with payment to the Georgetown Center for Liturgy by **August 15, 2008**. See the enclosed Exhibit Schedule and Exhibit Information pages for more information about exhibiting.

Advertisers

If you want to place a business advertisement for your organization in the convocation participant packet, please complete and return the enclosed Advertising Order form with payment to the Georgetown Center for Liturgy by **August 15, 2008**.

Again, we hope that you will take advantage of this opportunity to showcase your organization and to network with other organizations and individuals.

Should you have any questions, please feel free to contact Jeffrey Price at the Georgetown Center for Liturgy via email at pricej1@georgetown.edu or by phone at (202) 687-8015. We look forward to hearing from you and hope to see you at the Convocation.

Sincerely,

Jeffrey Price
Catholic Coalition on Preaching
Convocation Coordinator

**CCOP 2008 Convocation
Seelbach Hilton Hotel
Louisville, KY
September 24-27, 2008**

EXHIBITOR, ADVERTISER, and SHIPPING INFORMATION

Exhibit Schedule

Wednesday, September 24	8:30pm-9:30pm	Reception
Thursday, September 25	10:30am-11:15am	Free time
	12:15pm-2:30pm	Lunch
	4:30pm-5:15pm	Free time
Friday, September 26	10:30am-11:15am	Free time
	12:15pm-2:30pm	Lunch
	4:30pm-5:00pm	Free time
Saturday, September 27	9:00am-10:00am	Breakfast

Exhibitor Information

Exhibit Space Rentals

In order to reserve exhibit space, you must submit the required fee as indicated on the Exhibit Space Reservation Form. Payment can be made by check, **payable to the Georgetown Center for Liturgy**, or credit card (Visa, MasterCard, or AmEx).

The exhibit space will include one skirted 6-foot table, two chairs, and an identification sign. Additional tables and an electrical connection may be reserved for a supplemental fee as indicated on the Exhibit Space Reservation Form. The exhibit will take place in the foyer of the general session hall. All demonstrations and exhibit materials must be confined to the assigned exhibit space. The Catholic Coalition reserves the right to refuse any potential exhibitor from attending the convocation.

Upon receipt of your exhibitor form, a confirmation letter will be sent out to you. Tables will be assigned on a first-come, first-served basis. The Catholic Coalition on Preaching will assign exhibitor space at its sole discretion as deemed appropriate.

Exhibitor Acknowledgement

A table reservation also includes a 25-word description of your company in the participant conference binder. Please email your description to Jeffrey Price at pricej1@georgetown.edu no later than **August 15, 2008**.

Set-up, Security and Tear-down

Exhibitors are welcome to set up on Wednesday, September 24 at 2pm. Registration begins at 4pm and the first event starts at 7pm.

The exhibit area will be secured on Wednesday, Thursday and Friday nights (9pm-7am). Nonetheless, we urge you not to leave valuable inventory in your exhibit space. Exhibit space must be free by 1pm on Saturday, September 27.

Reservation Deadline, Confirmation and Cancellation

The Exhibit Space Reservation form must reach the Georgetown Center for Liturgy office by **August 15, 2008**. After the deadline, reservations are subject to space availability and signage will not be guaranteed. Cancellation must be requested in writing by August 15, 2008 in order to receive a refund, minus a non-refundable deposit of \$50.

Convocation Participation

Each exhibitor representative is welcome to register for the convocation. The convocation registration form can be found online at www.preachingcoalition.org.

Liabilities

The exhibitor agrees to indemnify and hold the Catholic Coalition on Preaching/Georgetown Center for Liturgy harmless from all damages, claims, lawsuits or liability of any kind or nature, including attorney fees, arising out of or in any way related to the exhibitor's leasing of or use of the space leased. The exhibitor waives all claims, which it may have now or in the future arising from injuries to the exhibitor's person or property in any way related to the exhibitor's leasing of or use of the space leased.

Other Regulations

The exhibitor will abide by all other provisions of applicable rules and regulations of government agencies, the Seelbach Hilton, and the Catholic Coalition on Preaching.

Advertiser Information

General Information

The convocation participant binder will contain the convention schedule, session descriptions, other convocation information, and advertisement from interested organizations.

Advertising Materials in Participant Binder

Vendors wishing to have their materials placed directly in the convocation binder may send one- to three-page flyers or color ads (this page can have printing on both sides), 8 ½ x 11 inches, with a 3-hole punch placed on the left hand side of the front page to allow the material to be bound in the convocation binder. Material smaller than 8 ½ x 11 inches will be placed in the binder pocket.

Materials must be shipped directly to the hotel, attn: Jeffrey Price, see details below.

Shipping Information

Shipping Deadline

Any exhibit or advertising materials you ship to the hotel must reach the Hilton Seelbach Hotel, 500 Fourth Avenue, Louisville, KY 40202 by **Tuesday, September 23, but no earlier than Friday, September 19.**

Shipment Identification

Mark your shipment: Receiving Department/ Hilton Seelbach Hotel, 500 Fourth Avenue, Louisville, KY 40202, Attn: (Exhibitor Name/Company), Reference: CCOP, Arrival Date. ****IF LARGER THAN A SMALL BOX, HOTEL MUST BE NOTIFIED ONE WEEK IN ADVANCE OF ITS ARRIVAL****

Receiving & Shipping Charges

A \$3/box handling fee will be charged for packages received and/shipped. The shipper is responsible for any and all charges incurred.

CCOP 2008 Convocation
Seelbach Hilton Hotel
Louisville, KY
September 24-27, 2008
EXHIBIT SPACE RESERVATION

SALUTATION	FIRST NAME	MI	LAST NAME	SUFFIX
ORGANIZATION		NAME ON EXHIBIT-TABLE TENT-CARD		
ADDRESS				
CITY		STATE	ZIP	COUNTRY
EMAIL		PHONE	FAX	

TABLE CHARGE	PRICE
Check the appropriate box(es)	
<input type="checkbox"/> Exhibit space with one 6' table	\$200
<input type="checkbox"/> Additional 6' table(s)	\$100 each
<input type="checkbox"/> - Indicate the number of additional tables needed	
<input type="checkbox"/> Electrical Connection	\$50
Total Payment for the Exhibitor Reservation	\$

RESERVATION DEADLINE, CONFIRMATION, AND CANCELLATION

Deadline for exhibit space reservation to reach the Georgetown Center for Liturgy office is **August 15, 2008**. After deadline the reservation will be subject to space availability and signage will not be guaranteed. Cancellation must be requested in writing by August 15, 2008 to receive refund, minus non-refundable deposit of \$50. CCOP reserves the right to refuse any exhibitor reservation.

LIABILITIES

The exhibitor agrees to indemnify and hold the Catholic Coalition on Preaching/Georgetown Center for Liturgy harmless from all damages, claims, lawsuits or liability of any kind or nature, including attorney fees, arising out of or in any way related to the exhibitor's leasing of or use of the space leased. The exhibitor waives all claims, which it may have now or in the future arising from injuries to the exhibitor's person or property in any way related to the exhibitor's leasing of or use of the space leased.

PAYMENT

- ▶ Mail this form with a check to the Georgetown Center for Liturgy, 3513 N Street NW, Washington, DC 20007 (make check payable to the Georgetown Center for Liturgy).
- ▶ Fax this form along with credit card information to: (202) 687-3728

- American Express
- MasterCard
- Visa

\$			
TOTAL PAYMENT	NAME ON CARD	CARD NUMBER	EXPIRATION DATE

SIGNATURE _____

For more information, call (202) 687-8015 or email pricej1@georgetown.edu

**CCOP 2008 Convocation
September 24-27, 2008**

ADVERTISING ORDER FORM

To be included in the Convocation packet, 300 copies of your ad must reach the Hilton Seelbach Hotel by **Tuesday, September 23, but no earlier than Friday, September 19.** Mark your shipment: Receiving Department/ Hilton Seelbach Hotel, 500 Fourth Avenue, Louisville, KY 40202, Attn: (Exhibitor Name/Company), Reference: CCOP, Arrival Date. ****IF LARGER THAN A SMALL BOX, HOTEL MUST BE NOTIFIED ONE WEEK IN ADVANCE OF ITS ARRIVAL****

Please note that A \$3/box handling fee will be charged for packages received and/shipped. The shipper is responsible for any and all charges incurred. The hotel will only accept pre-paid packages. Any packages coming in C.O.D. will be refused and no notification will be made by the hotel to the shipper. The hotel must have prior notification of all incoming packages. The shipper is responsible for any and all charges incurred.

SALUTATION	FIRST NAME	MI	LAST NAME	SUFFIX
ORGANIZATION		NAME ON EXHIBIT-TABLE TENT-CARD		
ADDRESS				
CITY	STATE	ZIP	COUNTRY	
EMAIL		PHONE	FAX	

ADVERTISING CHARGE		
<input type="checkbox"/>	8.5"x 11" or smaller insert of one to three pages - call for pricing information for flyers longer than three pages	\$100

ADVERTISEMENT DESCRIPTION Please briefly describe below the contents and appearance of your ad. If more than fifteen sheets, please indicate their total number. The Catholic Coalition on Preaching reserves the right to decline an ad if it is considered inappropriate for the Convocation.

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- ▶ Fax this form along with credit card information to: (202) 687-3728

<input type="checkbox"/> American Express	\$			
<input type="checkbox"/> MasterCard				
<input type="checkbox"/> Visa				
	TOTAL PAYMENT	NAME ON CARD	CARD NUMBER	EXPIRATION DATE

SIGNATURE _____

For more information, call (202) 687-8015 or email pricej1@georgetown.edu