



## 2025 Exhibitor Rules and Regulations

*The following rules and regulations are part of the exhibitor registration form. Adherence to them was acknowledged during the exhibit registration process.*

The Conference for Catholic Facility Management (CCFM) will be held at the Cincinnati Marriott Rivercenter, April 27-30, 2025. The CCFM Board of Directors and its members welcome and are grateful for your support as a Corporate Member and Exhibitor. Please read and agree to the following before continuing:

Each **booth is 8'x10'** and includes a table, two chairs, an 8' high back drape, 3'draped sides, a wastebasket, a 7'x 44" identification sign, and two booth personnel. All display materials must be confined to the exhibitor's purchased space.

A table is a **6' table**, and all materials must fit on the tabletop - no retractable banners can be placed on the floor in front, behind or next to the table. The table is draped and comes with a chair, a wastebasket and one personnel.

**Registration for additional personnel** can be purchased at an **additional cost of \$595 per person**. Booths may have a maximum of 4 personnel and tables may have a maximum of 2 personnel. All personnel must wear the **official badge** during the conference. All materials and displays in the booth or at the table must represent the paying organization only. Only one company per paying booth/table.

**Gold, Diamond and Platinum Sponsor**, please review your sponsorship privileges for exceptions to the above guidelines.

No outside activities, including private dinners, should conflict with the published conference schedule. Any exhibitor that plans an outing or event agrees not to schedule it in a way that conflicts with the CCFM schedule.

Booth personnel registration includes the Sunday Welcome Reception, the Monday Keynote Breakfast and Tuesday's Banquet Dinner. **You will be asked to RSVP** for these events via email in late March/early April, 2025.

Exhibitor booth fee of \$2,950 and table fee of \$1,500 is payable upon registration. Late registration, after January 15, 2025, will be charged \$3,150 for a booth and \$1,600 for a table. Cancellation by January 31, 2025, will receive refund (minus \$200 processing fee). Cancellations received by February 21, 2025, will receive a 50% refund. No refunds for cancellations after February 21.