



2027 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 Marriott Westin Crown Center April 25-28, 2027. 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. All displays or material on the tabletop must not exceed 48 inches in height. No retractable banners or displays 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 booth 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.

Booths/tables may not be dismantled in any way prior to the closing time for the exhibit hall posted in the CCFM final program or published schedule.

Gold, Diamond and Platinum Sponsors, 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, Tuesday breakfast and lunch in the exhibit hall, and Tuesday's Banquet Dinner. Booth personnel registration does NOT include lunch on Monday. **You will be asked to RSVP** for the events included in your booth personnel registration via email in late early April, 2027.

Exhibitor booth fee of \$2,950 and table fee of \$1,500 is payable upon registration. Late registration, after March 17, 2027, will be charged \$3,150 for a booth and \$1,600 for a table. Cancellation by January 31, 2027, will receive refund (minus \$200 processing fee). Cancellations received by February 21, 2027, will receive a 50% refund. No refunds for cancellations after February 21, 2027.