

# SPRING ENRICHMENT 2018

Companions along the journey

## EXHIBITOR APPLICATION

### ANNUAL EXHIBITION

Wednesday - Friday, May 16 - 18, 2018  
at the College of Saint Rose, Albany, NY

CONTACT: Stephen Mawn | Catholic School Office | 40 North Main Ave, Albany, NY 12203 | 518.453.6602 | stephen.mawn@rcda.org

Company / Organization			
Contact Person(s)		Website	
Address	City, St & Zip		
	Cell Phone		
Work Phone	Email Address		

### EXHIBIT SPACE

YOUR EXHIBIT WILL BE OPEN.....				<input type="checkbox"/> Wed 5/16 (12-7pm) <input type="checkbox"/> Thur 5/17 (8:30am-7pm) <input type="checkbox"/> Fri 5/18 (8:30am-3:30pm)			
	Exhibit Booths (8x8' with one 6x2' table)			Additional 6x2' Tables		Amount Due	
	# Booths	Paid by 4/13	Paid after 4/13	# Additional Tables	Additional table cost		
Diocesan organizations, not-for-profits, small retail	1st Booth	\$65	\$80		Unskirted Table: \$20		
	Each Additional Booth	+ \$60	+ \$75				
Publishers, for-profits, larger retail	1st Booth	\$125	\$155		Skirted: \$30		
	Each Additional Booth	+ \$115	+ \$145				
TOTALS						1	
DO YOU NEED ACCESS TO AN ELECTRICAL OUTLET?				<input type="checkbox"/> Y <input type="checkbox"/> N		DO YOU NEED INTERNET ACCESS?	<input type="checkbox"/> Y <input type="checkbox"/> N

### DISPLAY TABLE

	Full Table	2/3 Table	1/3 Table	Amount Due	Display tables are 6'x2' and are not manned/staffed. See above for exhibition schedule, including setup and tear down. Contact Steve at the Catholic School Office to discuss possible reduced rate based on display purpose/content.
Paid on or before 4/13	\$50	\$35	\$20	2a	
Paid after 4/13	\$55	\$40	\$25	2b	

### RECAP

Exhibitor to provide list of all representatives who will be attending Spring Enrichment no later than May 11. Return completed form by Friday, May 4, 2017 (with exhibit payment) to Stephen Mawn   Catholic School Office – Spring Enrichment   40 North Main Ave, Albany, NY 12203	Amount due for Exhibit Space <sup>(1)</sup>	
	Amount due for Display Table <sup>(2a/2b)</sup>	
	Grand Total Due	
	Make check payable to "Catholic School Office"	

If you are unable to use the PDF version of this form, please email a request to receive a MS Word based version.

## 2018 Exhibitor Opportunities

- ☞ Exhibitors will include publishers, service providers and other vendors of goods, resources and services suitable for those engaged in catechetical and other church ministries and for personal faith and/or spiritual enrichment.
- ☞ Our exhibition hall will be located in the southeastern half of the 2<sup>nd</sup> floor gymnasium in the Campus Events and Athletics Center of the College of Saint Rose, 420 Western Avenue, Albany, NY. Most of our featured presentations will be given in the other half of the gymnasium. A loading dock is available with elevator access to the gymnasium.
- ☞ Exhibit options include single or multiple 8x8' booths manned by vendors or a single, unmanned display table.
- ☞ Setup will be Tuesday, May 15, 2018 from 4-7pm or Wednesday, May 16 from 7-8:30am.
- ☞ Exhibition Hours
  - Wednesday, May 16
    - Exhibits available for preview: 8:30-9am, 11:30am-12 Noon
    - Officially "open": 12 noon – 7:00pm
    - Most foot traffic will occur between sessions (namely between 12-1pm, 3-4pm & 6-7pm)*
  - Thursday, May 17
    - Exhibits "open": 8:30am-7:00pm
    - Most foot traffic will occur before/between sessions (8:30-9:30am, 12-1pm, 3-4pm & 6-7pm)*
  - Friday, May 18
    - Exhibits "open": 8:30am-3:30pm
    - Most foot traffic will occur before/between sessions (8:30-9:30am, 12-1pm).*
    - Note that nearly 500 Catholic school teachers are expected to attend Friday's program.*
- ☞ Exhibit tear down will be Thursday, May 17, 5:00-9:00pm or Friday, May 18, 3:00-5:00pm. Unless specifically noted when they submit their *Exhibitor Application Form* and payment, all exhibitors are expected to remain in operation until at least 4pm on Thursday, May 17.
- ☞ Booth Information (staffed)
  - Booth sizes are 8'x8' with a skirted 6'x2' table and two chairs. Additional booth(s) and/or tables may be requested (at additional cost).
  - Booths are reserved on a first come, first served basis. When we receive your payment, your booth assignment will be confirmed by email. The deadline for reserving booths is Friday, May 4, 2018. There are discounts for exhibitors who reserve (and pay) on or before Friday, April 13.
  - Please see the *Exhibitor Application Form* for the rate schedule for booths.
- ☞ Table Display Information (unstaffed)
  - We will be offering the opportunity for groups and organizations to display information on their innovative ideas and ministries using an unmanned/unstaffed display table in the exhibition hall.
  - The display tables are suitable for a poster display (we recommend a foam "science fair" project triptych board) and/or flyers or brochures. Payment must be received on or before Friday, May 4 to reserve your space.
  - The Catholic School Office reserves the right to determine how much space displays will receive on a table. It may also waive or discount the display table fee based on type of organization, and display content.
- ☞ Checks should be made payable to "Catholic School Office" with a memo notation "SE Exhibits" and sent to the address below.

We would like to invite you to consider exhibiting at *Spring Enrichment 2018* at the College of Saint Rose in Albany, NY on Wednesday, Thursday & Friday, May 16-18. For further information contact Stephen Mawn at the Catholic School Office, 40 North Main Ave, Albany, NY 12203 (518-453-6602) or [stephen.mawn@rcda.org](mailto:stephen.mawn@rcda.org).

