



Exhibit Information & Guidelines

NALM's 2017 Annual Conference

June 1 - June 3, 2017

Hyatt Regency-Downtown Indianapolis, Indianapolis, Indiana

The National Association for Lay Ministry is a professional organization that supports, educates and advocates for lay ministers and promotes the development of lay ministry in the Catholic Church.

Attendance

150+ lay ministers from across the United States including both diocesan and parish employees, formation directors, diocesan lay ministry directors, pastoral associates, catechetical leaders, pastors, youth ministers, teachers, business managers and others.

Conference Schedule and Exhibit Hours

The Conference will open officially on Thursday, June 1st, at 4:00 pm and close Saturday, June 3rd, at 11:30 am. This year, exhibits will be open during Conference registration on Thursday from 1:00 pm to 3:30 pm and will again be featured in the evening during our opening reception in the exhibit area.

Exhibit Schedule at a Glance

Thursday, June 1, 2017

Exhibits Set-Up	11:00 am -- 1:00 pm
Exhibits Open	1:00 pm – 3:30 pm
	8:00 pm -- 9:00 pm (approximately)

Friday, June 2, 2017

Exhibits Open	8:00 am – 9:00 am
	10:15 am - 3:00 pm
Exhibits Tear-Down	3:00 pm - 4:00 pm

General Information, Guidelines & Policies

Exhibit tables are assigned primarily on a first-come, first-served basis, according to the date applications are received. Exhibitors are welcome to attend all conference sessions, excluding meals.

Tables are six feet long, draped, and come with two chairs and a trash can. The exhibit area is carpeted. *Arrangements for electricity, A/V equipment and internet are to be made directly with the hotel (see contact information below).*

All exhibits must be set up by 1:00 pm on Thursday, June 1st. Exhibits may not obstruct aisles and may not be dismantled until after the official exhibit closing on Friday, June 2 at 3:00 pm.

Exhibitors who choose to sell at the NALM Conference assume full responsibility for securing the appropriate licenses/permits and collecting all applicable local and state taxes.

NALM reserves the right to refuse space to any applicant who, in the opinion of the Association, is unlikely to contribute to the overall objectives of the organization.

Sponsorships

NALM welcomes the support of individuals, businesses, and associations who would like to sponsor part of the conference. All sponsors are acknowledged at the event, in the program, and on the NALM web site. Sponsors of \$1,000 or more will receive a complimentary exhibit table at the conference.

Possible Sponsorships: You may sponsor the full cost of these events or sponsor at a minimum sponsorship of \$500. Multiple sponsorships at the \$500 level will be accepted for events.

Institutes

Continental Breakfast – Thursday - \$2,400
Luncheon – Thursday - \$3,000
Break – coffee/cookies - \$500

Conference

Opening Dinner - \$6,000	Opening reception-bar- \$1,500
Opening reception-food - \$1,000	Breakfast-Friday-\$1,500
Afternoon break - \$500	Breakfast-Saturday - \$2,400
Banquet - \$6,000	Banquet wine - \$2,400
Pre-banquet bar - \$1,500	

Hotel Accommodations

Conference rates at Hyatt Regency- Downtown Indianapolis begin at \$139 per night. Hotel reservations can be made by calling 1-317-632-1234 and ask for “National Association for Lay Ministry” group rate. You may also use this hyperlink: <https://aws.passkey.com/event/15886204/owner/1663/home>. Make your reservations by Friday, May 19 to ensure the group rate.

Hotel Conference Contact

Ayrica Everhart, Event Planning Manager
Hyatt Regency- Downtown Indianapolis
One South Capital Avenue
Indianapolis, IN 46204
ayrica.everhart@hyatt.com

Shipping Information

Hyatt Regency- Downtown Indianapolis will handle all of your shipping and receiving needs (317-632-1234). All boxes and packages must include the following information to ensure proper handling:

Hyatt Regency Indianapolis
1 South Capitol Avenue
Indianapolis, IN 46204
NALM/June 1 – 3, 2017
CS Manager (Ayrica Everhart)/Emma Hoggatt
Name of person claiming box while on site
Your company name
Box ___ of ___ (if multiple boxes)

Shipments are not to arrive earlier than May 27, 2017.

NALM Meeting Planner/Exhibit Coordinator

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Recent NALM Exhibitors

ACTA Publications
AMI Travel
Catholic Peace Fellowship
Catholic Theological Union
Catholic Word
Fordham University
Globus Faith Travel
Israel Ministry of Tourism
JustFaith Ministries
Liturgical Press
IPS, Loyola University Chicago
LIM, Loyola University New Orleans
Magnify the Lord
Loyola Press
National Catholic Reporter
Pauline Books and Media
Sadlier, Inc.
Select-International
Servants of the Holy Heart of Mary
STEP, University of Notre Dame
St. John's School of Theology

Cancellation Policy

A refund of fees paid, less \$75, will be made with receipt of written cancellation prior to April 21, 2017. After April 21, no refunds will be made.