



Exhibitor Booth Leasing Contract

**2019 CMN International Trade Show
Lancaster Convention Center/ Marriott at Penn Square
Lancaster, PA | July 30 – August 2, 2019**

Company Name: _____ Phone: _____

Primary Contact: _____ Contact Email: _____

First Time Exhibitor: YES or NO

Quantity: _____ 6' X 10' EXHIBIT BOOTH(S) @ \$ 695.00 each, Booth Number (s): _____

Quantity: _____ 10' X 10' EXHIBIT BOOTH(S) @ \$1,295.00 each, Booth Number (s): _____

Quantity: _____ 10' X 20' EXHIBIT BOOTH(S) @ \$2,590.00 each, Booth Number (s): _____

Quantity: _____ 20' X 20' EXHIBIT BOOTH(S) @ \$5,180.00 each, Booth Number (s): _____

Booths are finished with carpet, pipe and drape (walls measure 3' on each side and 8' in the back). Each booth includes one skirted 6 ft. table, two chairs, a trash can & booth signage. Two Exhibitor Staff Registrations are included with each 6 x 10 booth space. Four for each 10 X 10 booth space. Advertising and other show events are not included in the booth rental fee. Electricity & other display items must be arranged through the venue. Shipping of products to and from the show are the responsibility of the exhibitor. Exhibitor Decorator Package containing details and recommended partners will be provided once Booth Leasing Contract is approved and deposit retained.

****All organizations choosing to exhibit at CMN events must have a current paid CMN Corporate/Supplier Level Membership.** To check on the status of your membership, click here and login;
<https://catholicmarketingnetwork.wildapricot.org/Sys/Login>

TOTAL BOOTH COST

.....\$ _____

Required deposit to hold your booth – 50% of booth fee total **DUE NOW**. Balance due by May 3rd, 2019.

Membership Cost (\$399) If Applicable \$ _____

Total Due..... \$ _____

2019 Booth Payment and Refund Policy

Required deposit to hold your booth – 50% of booth fee total **DUE NOW**. Balance of the fee is due by May 3rd, 2019.

Please make your check payable to: Catholic Marketing Network and mail to: CMN, P.O. Box 610465, Dallas, Texas 75261. To arrange to pay with a credit card, *please contact Silvia Osong at 800-533-7083 or sosong@catholicmarketing.com*
All deposit or monies for exhibition space leased are refundable if written cancellation is received at the CMN offices by February 18, 2019 (6 months' notice). 50% of monies or deposit received are refundable if written cancellation is received at the CMN offices by May 3rd, 2019 (90 days' notice).

No refunds will be made for cancellations of exhibit space after May 3rd, 2019.

Exhibition Info

Set Up: Tuesday, July 30th - 9:00am to 10:00pm

Exhibit Dates: Wednesday, July 31st - 9:00am to 5:00pm
Thursday, August 1st - 9:00am to 5:00pm
Friday, August 2nd - 9:00am to 1:00pm

Tear Down: Friday, August 2nd - 1:00pm to 5:00pm
(No early breakdown is permitted before 1:00pm without prior management approval.)

Important Upcoming Dates

January 7th, 2019 Hotel reservations open online at www.catholicmarketing.com.

CMN Discounted Daily Rate: \$139.00

The Lancaster Marriott at Penn Square at 25 S. Queen Street, Lancaster, PA 17603. The facility is located approximately 70 miles west of Philadelphia International Airport.

CMN hotel rate also available by phone: 717-239-1600. *(Mention you are attending the Catholic Marketing Network show to receive the special rate.)*

Exhibitor promotional opportunities begin.

February 11, 2019 Exhibitor Packet sent to all exhibitors. This packet will allow you to confirm attendees, meal reservations, booth signage, program listing and show specials. The packet will also include information regarding decorator packages, electrical and other display needs, and freight forwarding information.

February 11, 2019 Trade Show Program ad sales begin.

May 20, 2019 Trade Show Program ad sales end.

****Purchase Authorization****

I hereby authorize this purchase of exhibit space and agree to abide by the general terms and provisions, provided by Catholic Marketing Network.

Authorized Signature _____ Date _____ Billing Amount _____

CMN Acceptance Signature _____ Date _____

***Please retain a copy for your records.**

**THANK YOU FOR YOUR PARTICIPATION.
WE LOOK FORWARD TO SEEING YOU AT THE SHOW!**

Please make checks payable to: **Catholic Marketing Network, P.O. Box 610465, Dallas, Texas 75261**
For any questions, please contact us at info@CatholicMarketing.com or call our CMN offices at **800-506-6333**
www.catholicmarketing.com