



Theme: Ministry Without Borders –Transforming Technology in the Catholic Church

GUIDELINES FOR EXHIBITOR PARTICIPATION

- Exhibitors may only participate in the general session with approval of the DISC Board of Trustees.
- The DISC Board of Trustees controls the cost, location & number of Exhibitor tables allowed at the conference.
- The Board of Trustees reserves the right to deny participation of certain Exhibitors that may come into conflict with the partnering attitude fostered at the DISC Conference. It is important to maintain a high level of trust and openness during the conference.
- There may be a need to establish a maximum number of display tables at the conference. If this is the case, tables will be assigned in order of response time (receipt of payment).
- The Board of Trustees will review the list of Exhibitors and will be the deciding body.
- Displaying Exhibitors can participate in all DISC Conference social functions (breakfasts, lunches, and receptions) at an additional cost.
- The maximum number of personnel per Exhibitor table shall be two (2).
- Non-participating Exhibitors are NOT welcome in the conference area.
- Exhibitors will respect the designated break times and allow membership to return to sessions on time. Returning late is rude and disruptive to session speakers.
- DISPLAYS can only be set up and taken down during the designated times that are included in the registration materials. Displays, including signage, must comply with the size of the display table space. Displays may not prohibit the general flow of the aisles. The booth sizes run table to table end length.
- Any additional requirements (phones, electrical needs, freight, storage and other needs including room reservations) will be made directly with the hotel. Any expense incurred for these requirements will be the responsibility of the Exhibitor.
- No use of the DISC name is permitted.
- No mailings on behalf of the DISC Conference are permitted.
- No Exhibitor events will be allowed on-site that comes in direct conflict with the conference schedule, including any pre-conference or post conference events that may be part of the conference planning.
- The DISC Conference mailing list is the property of DISC. Exhibitors that abuse any of these guidelines will not be granted the privilege to participate at future conferences.
- No Liability for Loss or Damage: DISC does not assume any responsibility whatsoever for any loss or damage suffered or incurred by any Exhibitor with respect to any personal or company-owned property -- all of which shall be the sole responsibility of each Exhibitor. DISC does not assume any obligation or responsibility to safeguard any Exhibitor's company-owned or personal property while at the conference, and each Exhibitor acknowledges that the Exhibitor shall be solely responsible for the protection of all such property while at the conference. Each Exhibitor acknowledges that DISC has no duty whatsoever with respect to the protection of the property of the Exhibitors, which shall at all times remain in the sole possession and custody of each Exhibitor and be the sole responsibility of each Exhibitor.

These guidelines are subject to change at the sole discretion of the DISC Conference Board of Trustees.

Bill Glover, Exhibitor/Sponsor Co-chair • wglover@archbalt.org • 410-547-5305

Pam Kocke, Exhibitor/Sponsor Co-chair • pkocke@archdiocese-no.org • (504) 289-6642

Kathy Papalia, Exhibitor/Sponsor Support Staff • Email: kpapalia@eriercd.org • Phone: (814) 824-1184