



POST CONFERENCE EXHIBITOR MANUAL

The Hispanic Federation of the Catholic Family Life Association welcomes you as an exhibitor of the Post conference 2024!

The Hispanic Federation Post Conference gathers individuals and volunteers from dioceses, ecclesial movements and parishes across the nation who serve marriage and catholic families.

As an exhibitor, you will have the opportunity to create awareness about your ministry/organization and establish contact with parish and diocesan leaders and to establish connections to support and promote the strengthening of marriages and families. The spaces are limited so please email your request to become exhibitor at: cflahispanicfederation@gmail.com.

HOTEL ACCOMODATIONS:

This year's conference will take place in beautiful San Diego! The Sheraton Mission Valley San Diego. The hotel has reserved a block of rooms with a preferential rate for our Conference and Post Conference, so call me to reserve (619) 260-0111 and mention the CFLA Conference to obtain this special rate.

Sheraton Mission Valley San Diego Hotel

1433 Camino Del Rio South
San Diego, California 92108

Grupo: Catholic Family Life Association

Tarifa: \$164/night + tax

NOTE: The cost of hotel accommodation is not included in the post-conference fee; Please have your own reservations. The rate with the discount is guaranteed from 23 to 28 September 2024, to include those who attend the conference.

EXHIBITOR FEES:

We invite you to send a request to be an exhibitor at the conference by sending an email to : cflahispanicfederation@gmail.com which must be submitted before 1 September 2024. Please note that you have a limited number of spaces available for exhibitors.

The exhibitor fee is \$200 per stand for the Federation members and \$300 per stand for non-members. Please note that some sponsorship opportunities include an exhibition table as part of your sponsorship.

There is a a non-refundable deposit of \$100.00 or the total payment. Full payment must be made on 13 September 2024. All payments will be made electronically. The Federation reserves the right to determine the suitability of the exhibitor. The assignment of stands will be carried out by the exhibitor coordinators of the Post Conference. The coordinators will confirm the reservation of each organization upon receipt of the deposit/payment.

IMPORTANT: Requesting a display stand does not include registration for the post conference.

MEALS:

Cost of Friday Banquet: \$100 (includes dinner & keynote speaker)

Cost of Almuerzo: \$55 (includes Lunch & keynote speaker)

EXHIBITOR HALL SET UP AND STAND DESCRIPTION

The approved and registered exhibitors can check in on Friday September 27 to 3pm to receive the table for set up. The post conference will start on Friday at 6pm.

Any additional should be addressed to the chair of the exhibitors. We welcome two representatives at each reserved exhibition stand, a credential with your name will be provided for each representative.

The spaces for exhibitors are limited and the location of the exhibitors will be designated by the organizers of the post conference, under the patronage or members of the Federation and Association. The spaces are reserved by order of delivery, Please contact us in advance!

We guarantee that the exhibition space is centrally located to ensure maximum exposure for all exhibiting organizations and ministries.

Sheraton Mission Valley Hotel and the Federation and Association are not responsible for lost or stolen items.

TABLES:

Each stand will consist of a single table with a 6' mantle and two seats. The majority of the stand will be supported against a wall, but some will not. The wi-fi and electricity service are complementary and the spaces with access to electric plugs are limited and will be available those who register first. The exhibitors must bring their own power cables and extensions.

SHIPPING INFORMATION OF AND MARKETING MATERIALS:

Items should be sent via FedEx or UPS.

The packages must be arrived to the site 3 days before the start of the post-conference.

Due to limited storage space, the Sheraton will accept packages no more than 3 days before the post-conference. The staff requests prior notification of the number of boxes/packages that are sent to the Hotel and the expected time of delivery.

The Sheraton Mission Valley San Diego Hotel will store the Group's materials until three (3) days before the post-conference. All boxes must be labeled with the following information:

Shipping label:

Sheraton Mission Valley San Diego Hotel

1433 Camino Del Rio South

San Diego, California 92108

Attention: Sales Office

Please include the following information:

- a) Catholic Family Life Association Annual/Hispanic Federation Post Conference
- b) Name of your organization/ministry
- c) Number of boxes (e.g. Box 1 of 4; Box 2 of 4; and so on)

IMPORTANT:

The Federation and CFLA cannot accept responsibility for the package sent to the Sheraton Mission Valley San Diego Hotel. All deliveries to the Sheraton Mission Valley San Diego Hotel, which do not include the instructions, will be returned to the transporter at the expense of the exhibiting company. Neither the Sheraton Mission Valley San Diego Hotel nor the Federation and CFLA are responsible for lost items or items sent, stored or displayed by exhibitors. The exhibitor is responsible for shipping materials, labels and packaging if items must be sent to their place of origin after the Post Conference.

EXHIBITOR HOURS

Stand assembly: Friday September 27 from 3:00 p.m. to 5:00pm

Exhibitors Hall Hours:

Friday September 27th from 6:00 p.m. to 9:00 p.m. y Saturday September 28 from 9 a.m. to 4p.m.

Dismantling of displays – Displays will have to be dismantle no later on Saturday 29 September at 5:00 p.m.

STAND CANCELLATION POLICY

Stand reservations can be canceled and a refund is issued, except for the \$100 non-refundable deposit, if the Federation receives the request for cancellation in writing before 1 September 2024. No refunds will be made after this time.

EXHIBITION POLICIES

To ensure the good functioning of the exhibition area and ensure the environment of the best exhibitors for all exhibiting companies, ask the representatives of the exhibition to observe the following additional policies and instructions:

- The displays will be designed and configured to fit within the limits of the specific stand sizes and will not be allowed to obstruct the view of the adjacent stands.
- Exhibitors who require the operation of audiovisual teams will not be able to operate the team in such a way that would disturb other exhibitors.
- All demonstrations and events activities must be limited to the limits of an exhibitor's stand.
- It is not permitted to cede, subtract or divide all or part of the space assigned to an exhibiting company without the prior knowledge and consent of the post conference coordinators.
- The stairs and steps must be kept free of boxes and materials during exhibition time.
- Exhibitors may write requests for their order at a later date. Promotional gifts are permitted and encouraged.

The Federation reserves the right to make a final determination regarding any unforeseen problem. Thanks for following these steps.

INSURANCE AND RESPONSIBILITY

It is the responsibility of each exhibitor to ensure their materials from the registration until the departure from the post conference.

It is also understood that the Federation and Catholic Family Life Association (CFLA), its officials, the Conference Planning Committee and the Sheraton Mission Valley San Diego Hotel are not responsible for any injury, loss or damage that may occur to the exhibitor, to their representatives, or property, for any reason, before, during or after the period covered by the exhibition contract. It is also understood that the exhibitor indemnifies and accepts the exclusion of liability to the Federation and Catholic Family Life Association (CFLA), the Conference Planning Committee and the Sheraton Mission Valley San Diego Hotel, its officials, managers, agents and employees, for any reason injury, loss or damage.

Do you have any questions or need more information about the Federation post conference?
Please contact our conference exhibitor coordinators, they will be delighted to help you!

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