



## 2014 Conference Exhibitor Packages

Please join us as a CLS conference exhibitor. They are a great opportunity for professional growth and insight, and they also provide exposure to and networking openings with our membership for future organizational or business opportunities.

This year we have three separate packages for exhibitors available –

### Associate ~\$700

Our Associate Package is ideal for organizations that wish to gain exposure to our conference attendees, but will not be at the conference personally.

### Executive ~\$1,100

Our Executive Package is a great choice for organizations that want access to all conference events and our attendees, but will not need CLE (Continuing legal education) credit processing.

### Partner ~\$1,600

Our Partner Package is for exhibitors that are looking to not only take part and connect with conference attendees through the conference, but also receive CLE credits for attending our many educational events.

### Package Includes

Vendor may provide own material for conference distribution. (At certain session of choice or in attendee welcome bag)

Ad/Link on exhibitor/sponsor page

Ad in proceedings book

Exhibitor Table

Admission to all events and meals

CLE Processing Fee included

<u>Associate</u>	<u>Executive</u>	<u>Partner</u>
✓	✓	✓
✓	✓	✓
✓	✓	✓
	✓	✓
	✓	✓
		✓

### Upgrades Available with packages

Up to 1:00 video ad before/leading off 1 main session for \$400, free if for any other event

Up to 1:30 video ad before/leading off 1 main session at no extra cost.

25% off Christian Lawyer magazine ad—choice of size (1 edition) or ¼ page ad (1 edition) free

50% off Magazine Ad—choice of size (Full year) or ¼ page ad (1 edition) free

<u>Associate</u>	<u>Executive</u>	<u>Partner</u>
	✓	
		✓
	✓	
		✓



## 2014 Conference Event Sponsor Packages

### Thursday Night Reception:

*Join us as we welcome our conference attendees and guests with a dessert reception.*

### Law Student Luncheon:

*Law students from across the country gather to network and exchange ideas on growing and leading our law student chapter.*

### Friday Night Reception:

*Practicing lawyers join law students to give advice and insight into their practice areas.*

### All Sponsor Packages Include

- Sponsor Material Table Distribution
- Ad/Link on exhibitor/sponsor page
- Pre-Event video (up to 1:30) with thank you from emcee
- Free ad in proceedings book
- Magazine ad (1/2 page)—1 edition
- CLS meals included (2 people)
- CLE Processing Fee

*Please contact us at 703-894-1077 for more details and pricing on these events.*

### Other Sponsorship Opportunities

- Attendee welcome bag materials – please contact us for details.
- Student Scholarships (per student) \$200
- Proceedings Book Color full page ad (back outside cover) \$ 1,500
- Proceedings Book Color full page ad (front/back inside cover) \$ 1,000 (1/2 off with any of the above full sponsorships)
- Proceedings Book Black and White full page ad in front \$500 (free with any of the above full sponsorships)
- Proceedings Book Black and White half page ad in back \$300 (free with any of the above full sponsorships)

### A La Carte Sponsorship Options/Pricing

*If none of these options are exactly what you are looking for, please give us a call at 703-894-1077 to inquire about a personalized sponsorship package.*



## 2014 Exhibitor Specifications

### Exhibitor Booth Space

The conference exhibit spaces are approximately 6'x10'. You may provide your own tabletop display or standing display, but standing displays should not exceed 10' in width and may not exceed 8' in height.

### Fee for booth space includes:

- One 6' table, draped and skirted + two side chairs
- Exhibitor's name and description listed in the proceeding's book as a half-page B&W Bronze ad in the back section (description or ad copy must be provided by exhibitor to CLS no later than **August 22, 2014** to [plewis@clsnet.org](mailto:plewis@clsnet.org).)
- The Exhibitor Registration allows exhibitors to have access to everything that a normal conference attendee has access to including admission to all sessions. The meals that will be included are the standard meals included with the normal conference registration.
- Exhibitors will have access, with some restrictions, to a list of conference attendees and their contact information for use before and after the conference.

**Note:** Exhibitors needing electrical services must contact the Boston Park Plaza Hotel directly to make arrangements and payments.

**Deadline:** Exhibitor Registration, payment and ad page due **August 22, 2014**.

### You will also need:

- Exhibitor Regulations: Please read the Exhibitor Regulations sheet for more detailed guidelines.
- Application: By signing the Application, exhibitor agrees to abide by these regulations.



## 2014 Exhibitor Regulations

These regulations have been formulated in the best interest of all concerned, and any matters not covered here are subject to the decisions of the Christian Legal Society (CLS). CLS reserves the right to accept or reject any application.

### Location of Exhibits

The exhibition areas will be in the conference area of The Boston Park Plaza, hereafter "Hotel." The Christian Legal Society, reserves the right to make modifications as may be necessary to adjust the floor plan at any time to meet the needs of the exhibit, the exhibitors, the event, or the requirements of the Hotel.

### Installation and Dismantling

It is the responsibility of each exhibitor to install the exhibit before the opening of the conference Thursday, October 2, 2014 and to dismantle it by 3 p.m. on Sunday, October 5, 2014. If said space is not occupied within one hour before the official opening session of the conference, the CLS will have the right to use such space as they see fit. All exhibits must remain intact until the official closing hour of 11 am on October 5, 2014, unless special permission is granted by CLS.

### Shipping

Shipping and insurance of displays are the responsibility of the exhibitor. The exhibitor will reimburse any charges to CLS from the Hotel for receiving, storing, shipping, and related exhibitor services not handled by the exhibitor directly. The exhibitor is responsible for contacting the Hotel to identify any specific needs not included in the CLS exhibitor regulations.

### Shipping Address:

Sender's Company/ Name  
Christian Legal Society – Conference  
**The Boston Park Plaza Hotel and Towers**  
**50 Park Plaza at Arlington Street**  
**Boston, MA 02116-3912**





### **Badges**

An exhibitor will be issued two (2) exhibitor badges for each space rented. Additional badges can be provided upon request. On the application form, please print the complete name(s) of those who will be working in your booth.

### **Use of Space**

All demonstration or other promotional activities must be confined within the limits of the exhibit space. There must be sufficient space remaining to contain conference attendees visiting the booth to participate in such activities. Exhibitors may not move any furniture without the prior consent of the Hotel and/or CLS.

Exhibitors shall not assign, sublease, or share the allotted space without the knowledge and consent of the CLS. Exhibited items are limited to goods manufactured or distributed by the exhibitor in its regular course of business. An organization not purchasing exhibit space will not be permitted to solicit business during the conference.

Interference with the light and/or space of other exhibitors is prohibited, as is exposing an unfinished display surface to a neighboring exhibitor. CLS reserves the right to require an exhibitor to alter an exhibit on site. Necessary changes shall be made at the exhibitor's expense and are subject to the approval of the CLS.

### **Sales**

Exhibitors are permitted to make sales in the exhibit area only. Obtaining the appropriate licenses and/or permits as required by law, collecting and remitting sales tax, and complying with any other legal business requirements are solely the responsibility of the exhibitors.

### **Restrictions**

The CLS reserves the right to restrict exhibits that become objectionable because of noise, method of operation, materials, or for any other reason, and also to prohibit or to evict any exhibit that, in the opinion of CLS, may detract from the general character of the conference as a whole. In the event of such a restriction or eviction, the conference will not be liable for any refunds or other exhibit expenses. No communication or distribution of materials inconsistent with CLS's Statements of Faith or Community Life (see [www.clsnet.org](http://www.clsnet.org)) may be made at the conference.



### **Cancellation**

All cancellations must be made in writing to the CLS. If notification is received by close of business EDT on September 5, 2014, all monies, less a non-refundable deposit of \$75, will be returned; however, no refunds will be made after this date. Failure to occupy exhibition space in no way releases the exhibitor from the obligation to pay for the full cost of the requested space. If said space is not occupied within one hour before the official opening session of the conference, the CLS will have the right to use such space as she sees fit to eliminate a gap in the exhibition area. In the event of flood, fire, strikes, riots, civil commotion, or other uncontrollable circumstances that render the exhibit area unfit or unavailable for use, all monies paid for exhibition space will be refunded.

### **Care of Building and Equipment**

Exhibitors or their agents must not injure or deface the walls or floors of the building, the exhibit space, or the equipment of the exhibit space. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels are strictly prohibited. When damage appears, the exhibitor is liable to the Hotel. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the exhibitor.

### **Mailing Lists**

CLS will compile a list of attendees and their contact information and provide it to Exhibitors prior to the conference. CLS will provide this information so Exhibitor can best utilize their time at the Conference; however, the information is restricted as follows:

- a. Exhibitors may use the mailing list provided by CLS to contact participants once prior and once following the 2014 CLS National Conference. Exhibitors must refer to the CLS National Conference in their correspondence to attendees. All other use of the list is strictly prohibited.
- b. Exhibitors may compile a mailing list by direct solicitation of persons visiting their booth; however, compiling or using in any form a mailing list of conference attendees from any other source is strictly prohibited.



### **Liability**

Neither CLS nor its officers, directors, agents, or employees, are liable for any damages or losses that may occur to an exhibitor, or to an exhibitor's employees or property, from any cause whatsoever. The exhibitor, on signing the application, agrees to hold forever harmless the aforementioned and the Hotel from any and all liability, claims, losses, and expenses for personal injury, accident, property damage, or loss arising out of, in, at, or in connection with the exhibitor's display, including losses arising from cancellation of the conference

### **Security**

CLS will not provide security. Exhibitors are solely responsible for their own exhibit materials and should insure their exhibit against loss or damage from theft, accident, vandalism, fire, or other causes.

### **Entire Agreement**

This instrument contains the entire agreement between the parties hereto. Any verbal modifications of this instrument shall be of no force and effect.



## 2014 Exhibitor or Sponsor Application

Christian Legal Society National Conference  
Boston, Massachusetts | October 2-5, 2014  
plewis@clsnet.org; www.clsnet.org

Organization/Company Name: \_\_\_\_\_  
(As it will appear on all conference related materials)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Company Website: \_\_\_\_\_

Booth Representatives: \_\_\_\_\_

Exhibitor Package or Event Sponsorship Requested: \_\_\_\_\_

### Payment Type:

Check (Make payable to *Christian Legal Society*. Memo: *2014 Conference*)

Credit Card: (please check one)  Visa  MasterCard  Discover  American Express

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Print cardholder's name: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

Total Enclosed or to be charged: \$ \_\_\_\_\_  
(As calculated on the fees page)

Please include a description of your organization. Please note the deadlines on the exhibitor specification page.

All space will be reserved on a first-come first-serve basis. You may **register online** at [www.clsnet.org](http://www.clsnet.org) or mail the application and fee page to:

Christian Legal Society  
Attn: Conference Exhibitor Coordinator  
8001 Braddock Rd, Suite 302  
Springfield, VA 22151

The exhibitor agrees to abide by all regulations, terms, and conditions set forth in the regulations and specifications.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: (855) CLS-9800 Fax: (855) CLS-9801  
clshq@clsnet.org - [www.clsnet.org](http://www.clsnet.org)