

**RCCongress 2010**  
**Embracing Change:**  
**Communicating Faith in Today's World**  
April 7-10, 2010 • CHICAGO  
Religion Communication Congress • [www.rccongress2010.org](http://www.rccongress2010.org)



**Application/Contract for Exhibit Space at RCCongress 2010**

It is understood that this application will become a contract upon acceptance by RCCongress 2010. We, the undersigned company, do hereby apply to the RCCongress 2010 for an exhibit space in the Resource Plaza area of RCCongress 2010 at the Chicago Marriott Downtown on April 7-9, 2010.

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

Name/Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City/State/Country/Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Nature of business: \_\_\_\_\_

Exhibit emphasis: \_\_\_\_\_

Exhibit category: \_\_\_\_\_

A. Cooperating Organization: \$650 (50% deposit required with application), balance due March 15, 2010

B. Non-profit: \$900 (50% deposit required with application), balance due March 15, 2010

C. Others: \$1,500 (50% deposit required with application), balance due March 15, 2010

Booth preferences (please note your booth # preference; see page 4 for floor plan): \_\_\_\_\_

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

Amount enclosed: \_\_\_\_\_

Copy this application/contract (keep this original) and send the copy with a check (payable to RCCongress 2010) to:

Becky Ullom  
Director of Youth/Young Adult Ministries  
Church of the Brethren  
1451 Dundee Ave.  
Elgin, IL 60120  
800-323-8039, ext 297



## **RCCongress 2010 Resource Plaza Exhibit Policies**

### **Payment and Cancellation Policy**

Applications for exhibit space must be signed and accompanied by the required payment/deposit (50% of the total). Failure to comply with deposit requirements will delay the application process and space assignment.

Payment in full for all exhibit space is due by March 15, 2010. An exhibitor failing to make the required final payment as scheduled shall forfeit the deposit and the right to participate as an exhibitor.

Should an exhibitor cancel, the following shall apply: If an exhibitor cancels between the time of application and March 15, 2010, only amounts in excess of the initial 50% deposit will be refunded. NO REFUNDS will be given for cancellations after March 15, 2010.

Cancellation shall not be acknowledged unless received in writing by RCCongress 2010. The date upon which the cancellation notice is received shall apply as the official date of cancellation. Upon notification of cancellation, RCCongress 2010 has the right to re-sell the vacated space.

### **Contract Regulations**

Exhibitors will abide by all applicable rules and regulations of the Chicago Marriott Downtown and RCCongress 2010.

Products of firms not exhibiting may not be displayed or advertised in any exhibit area.

Exhibits/exhibitors will be accepted and governed by the policies of the Planning Committee of the Religion Communication Congress 2010. All social principles of cooperating partners will be observed

### **Sales and Orders**

All vendors selling items need to collect and report sales tax, both profit and non-profit. No special vendor registration or Illinois sales tax I.D. is needed. A special form will be available to all vendors selling items. After the convention, you will need to send the sales tax amount to the Illinois tax office with the form.



# RCCongress 2010 Exhibitor Registration Options

RCCongress 2010 will allow two exhibitors per booth into the workshops and plenaries for free. No banquets or meals are included. Individual banquet and meal tickets are available for additional purchase.

## Exhibitor Registrant #1

Name: \_\_\_\_\_ Email: \_\_\_\_\_

- \_\_\_\_\_ Access to workshops and plenaries .....N/C
- \_\_\_\_\_ Opening Banquet and Program (Wednesday, April 7).....\$90
- \_\_\_\_\_ Wilbur Awards Banquet (Friday, April 9).....\$85
- \_\_\_\_\_ Closing Banquet and Program (Saturday, April 10).....\$90

### Special Meals (if ordering banquet tickets)

- \_\_\_\_\_ Kosher meals
- \_\_\_\_\_ Halal meals
- \_\_\_\_\_ Vegan meals
- \_\_\_\_\_ Vegetarian meals

Food allergies (please note allergies) \_\_\_\_\_

## Exhibitor Registrant #2

Name: \_\_\_\_\_ Email: \_\_\_\_\_

- \_\_\_\_\_ Access to workshops and plenaries .....N/C
- \_\_\_\_\_ Opening Banquet and Program (Wednesday, April 7).....\$90
- \_\_\_\_\_ Wilbur Awards Banquet (Friday, April 9).....\$85
- \_\_\_\_\_ Closing Banquet and Program (Saturday, April 10).....\$90

### Special Meals (if ordering banquet tickets)

- \_\_\_\_\_ Kosher meals
- \_\_\_\_\_ Halal meals
- \_\_\_\_\_ Vegan meals
- \_\_\_\_\_ Vegetarian meals

Food allergies (please note allergies) \_\_\_\_\_

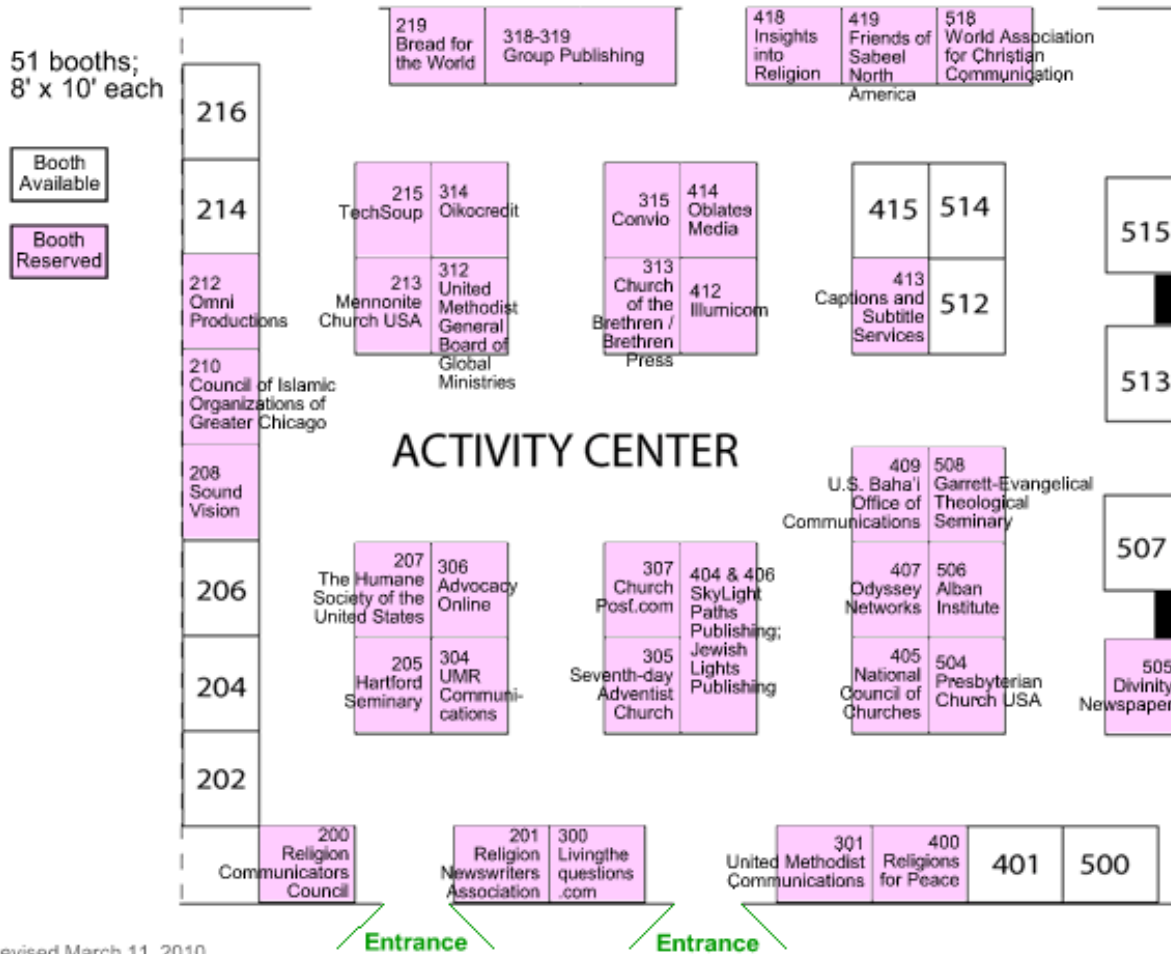
**Total Due**.....\_\_\_\_\_



## Resource Plaza Floor Plan

Religion Communication Congress 2010  
 Exhibits open April 7-9, 2009  
 Marriott Downtown Chicago - Magnificent Mile  
 Chicago Ballroom 5th Floor

Religion Communication Congress; April 7-9, 2010  
 Chicago Ballroom, 5th Floor, Rooms D-H



### Standard Booth Provisions

Booths are 8' x 10' unless otherwise noted. For multiple in-line booths, multiply the number of booths by the appropriate fee.

Rates include:

- 8' high pipe/drape and 3' high side rail pipe/drape
- Booth identification sign, a 6' skirted table, chair, and wastebasket
- Free listing in the RCCongress 2010 program book
- Events in the exhibition area to enhance traffic
- Complimentary exhibit hall passes for your invited guests

### Resource Plaza / Exhibit Booth Hours

#### Wednesday, April 7:

- Set up: 8:00 a.m. - 2:00 p.m.
- Open: 2:00-6:00 p.m.

#### Thursday, April 8:

- Open: 7:00 a.m. - 2:00 p.m.
- Open: 4:30-8:00 p.m.

#### Friday, April 9:

- Open: 7:00 a.m. - 5:00 p.m.
- Tear down: after 5:00 p.m.



# Marriott.

## CHICAGO DOWNTOWN MAGNIFICENT MILE

### For information and budget Details to be sent after reservation is received

<u>Qty</u>	<u>Requirements</u>	<u>ELECTRICITY</u> <u>Advance Fee</u>	<u>Late On Site Fee</u>	<u>Total</u>
___	5 Amp Quad Box	\$75.00	\$85.00	_____
___	10 Amp Quad Box	\$ 90.00	\$100.00	_____
___	15 Amp Quad Box	\$105.00	\$115.00	_____
___	20 Amp Quad Box	\$120.00	\$130.00	_____
___	Additional Power Strips	\$25.00	\$35.00	_____
<b>208 VOLT SINGLE PHASE</b>				
___	15Amp Feed	\$120.00	\$150.00	_____
___	20 Amp Feed	\$160.00	\$190.00	_____
___	30 Amp Feed	\$200.00	\$250.00	_____
___	40 Amp Feed	\$300.00	\$375.00	_____
___	60 Amp Feed	\$350.00	\$450.00	_____
___	100 Amp Feed	\$500.00	\$625.00	_____
<b>208 VOLT THREE PHASE</b>				
___	15 Amp Feed	\$200.00	\$250.00	_____
___	20 Amp Feed	\$250.00	\$300.00	_____
___	30 Amp Feed	\$350.00	\$400.00	_____
___	40 Amp Feed	\$600.00	\$675.00	_____
___	80 Amp Feed	\$750.00	\$850.00	_____
___	100 Amp Feed	\$1,000.00	\$1,150.00	_____
<b>ADDITIONAL FEES</b>				
	Electrical Permit Fee	\$65.00	\$65.00	_____
	<i>A permit is required for Single or Three Phase power requirements.</i>			
	High Lift Rental with Driver	\$172.00 / hr.	\$198.00	_____
	High Lift Per Day	\$750.00	\$863.00	_____
	Banners To Be Hung	\$ 65.00	\$75.00	_____
	Labor to setup/strike 50+ Exhibit Booths	\$ 65.00/Hr/Man	\$75.00/Hr/Man	_____
<b>TOTAL ELECTRIC</b>				_____

#### ELECTRICAL STIPULATIONS

- Requirements must comply with all City of Chicago codes.
- Two-Wire systems & clamp-on lights are not permitted.
- Electricity is charged a “one-time” fee.
- Rates are subject to change.
- Wall outlets ***are not*** part of the rental space.
- Rates are subject to change without prior notice.