

To: Publishers/Marketing Directors
From: Mary Jane Ponyik, Executive Director, CTSA
Date: January 2019
Re: **Exhibits at CTSA Convention, 6 - 9 June 2019**

The Society is happy to welcome publishers to exhibit books at the CTSA's annual convention. This year we are meeting at the **Wyndham Grand Pittsburgh Downtown Hotel**, 600 Commonwealth Place, Pittsburgh, PA. Requests to exhibit will be arranged through the CTSA office located at John Carroll University. We accommodate only 6' table-top exhibits. Tables will be assigned in order, as the requests are received. Please note that no signage may be applied to the walls or on tripods. Displays are restricted to the table-top display.

A flat fee of \$175 will be charged for each table top exhibit, payable to "The Catholic Theological Society of America." Advance payment must accompany your request. Upon receipt of your completed form and payment, we will inform the hotel, so that you may make direct arrangement to contract for appropriate set up. Requests and payment for any electrical or internet connectivity needs should be arranged in advance directly with the hotel; these expenditures are not included in the exhibitor table purchase.

The CTSA and the hotel assume no liability for books and other materials displayed at the exhibits. In addition, the CTSA assumes no responsibility or liability for the publishers' obligation to obtain a permit to sell or to report sales to government offices for taxation.

The exhibit space at the hotel will be adequate and accessible to CTSA members. The space is located in the ballroom foyer, and exhibitors leave books/materials overnight at their own risk. **Set-up of exhibition space will be on the morning of Thursday, June 6, 2019.** Exhibitor set-up begins on Thursday, June 6, at 8:00 a.m. The exhibition closes when the convention concludes following the coffee break on Sunday morning at 11:00 a.m. Please refer to the convention schedule when it is posted on the CTSA convention website page <https://ctsa-online.org/Convention>.

The CTSA will include ads in the convention program. Interested publishers may purchase full-page ads; pricing is posted on the Program Ad Form on the CTSA convention web site.

Raffle

In response to exhibitor interest, the CTSA is once again coordinating a CTSA/Exhibitor raffle. Exhibitor participation in the raffle is optional. For exhibitors who will participate, a donation of a book--winner's selection--within a predetermined price range set by the individual publisher, is requested. Attendees will have the opportunity to visit publishers to obtain initials from the exhibitors at the opening of exhibitor hours on Thursday and end on Saturday morning, with the start of the morning plenary. Winners' names will be posted by noon on Saturday and participating exhibitors will be notified of the winners' names. Sign up to participate on the exhibitor registration form!

For its part, the CTSA is offering (1) complimentary convention registration and John Courtney Murray banquet ticket for the 2020 annual convention to be held in Cleveland to a registered attendee who participates in the raffle.

Room reservations should be made directly through the Wyndham Grand Pittsburgh Downtown Hotel at (410) 391-4600 or via registration portal posted on the CTSA convention website page requesting the CTSA convention rate of \$155++ per night.

Boxes must be addressed as follows:

Your Representative & Publisher Name Here
c/o Wyndham Grand Pittsburgh Downtown Hotel
600 Commonwealth Place
Pittsburgh, PA 15222
CTSA Annual Convention 6-9 June 2019
Box ____ of _____

The hotel will accept only pre-paid packages. Due to limited storage space boxes can be accepted (3) working days prior to the event. Contact the hotel direct to obtain pricing for shipping related expenditures.

For further information or assistance, please contact me at 440-360-0816 or by e-mail, ctsaed@gmail.com. I look forward to welcoming you at the convention.