



Catholic Theological Society of America

To: Publishers/Marketing Directors
From: Mary Jane Ponyik, Executive Director, CTSA
Date: January 2022
RE: **Exhibits at the CTSA Convention, 9 – 12 June 2022**

The Society is happy to welcome publishers to exhibit at the CTSA's 2021 convention. This year the CTSA celebrates its 76th meeting at the Sheraton Atlanta Convention Hotel, 165 Courtland Street NE, Atlanta GA on Thursday, June 10, through Sunday, June 13. Requests to exhibit will be arranged through the CTSA's national office located at John Carroll University.

A vaccine mandate for all attendees, exhibitors, volunteers, etc., is in place for our convention. The exhibitor registration form provides a required upload for a photo of your Covid-19 Vaccination Record Card. The wearing of masks will be recommended.

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. We accommodate only 6' table-top exhibits. Tables will be assigned in the 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. Requests and payment for electrical hookup or internet connectivity should be arranged in advance directly with the hotel; these expenditures are not included in the exhibitor table purchase (order forms are posted on the CTSA convention website page).

Editors who attend plenaries or sessions are required to register for the annual convention at the discounted rate of \$90. (Regular attendee registration is \$170.) Registration for the editors is available on the exhibitor registration form.

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 meeting space's prefunction area, and exhibitors leave books/materials overnight at their own risk. Exhibitor set-up begins on **Thursday, June 9, 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.

Room reservations should be made directly through the Sheraton Atlanta Convention Hotel via the registration portal posted on the CTSA convention website page. The CTSA room block rate is \$165++ per night.

Shipping

Boxes must be addressed as follows:

Your Representative & Publisher Name Here
Your Representative's Cell Number
c/o Sheraton Atlanta Hotel
165 Courtland Street NE,
Atlanta GA 30303
CTSA Convention 9-12 June 2022
Box ____ of _____

The hotel will accept only pre-paid packages. Due to limited storage space boxes can be accepted (3) days prior to the event start date. The hotel charges handling and storage fees.

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.