



Catholic Theological Society of America

To: Publishers/Marketing Directors
From: Mary Jane Ponyik, Executive Director, CTSA
Date: January 2023
RE: **Exhibits at the CTSA Convention, 8 – 11 June 2023**

The Society is happy to welcome publishers to exhibit at the CTSA's 2023 convention. This year the CTSA celebrates its 77th meeting at the Hyatt Regency Milwaukee Convention Hotel, 333 West Kilbourn Avenue, Milwaukee, WI, on Thursday, June 8, through Sunday, June 11. Requests to exhibit will be arranged through the CTSA's national office located at John Carroll University.

A flat fee of \$200 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.

Editors who attend plenaries or sessions are required to register for the annual convention at the discounted rate of \$110. (Regular attendee registration is \$200.) 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 atrium area on the meeting space floor, and exhibitors leave books/materials overnight at their own risk. Exhibitor set-up begins on **Thursday, June 8, 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>.

Ad Purchase within Program. 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 Hyatt Regency Milwaukee Convention Hotel via the registration portal posted on the CTSA convention website page. The CTSA room block rate is \$155++ per night.

Wi-Fi / Power needs beyond standard wall outlets. The hotel's Wi-Fi is complementary, but Internet hard line feeds carry a fee if it is vitally important to have a dedicated internet line.

For power needs beyond the standard wall outlets, or internet assistance contact:

Jerry Guse, KVL Audio Visual Services (jguse@kvlav.com) to receive a quote and/or place an order.

Shipping

Boxes must be addressed as follows:

Hyatt Regency Milwaukee
Event Manager: Ashley Wolfe
Hold for **Your Representative & Publisher Name Here**
Your Representative's Cell Number
CTSA Convention 8-11 June 2023
333 W KILBOURN AVENUE
MILWAUKEE, WI 53203
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. See the hotel's detailed instructions below.

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.

HYATT REGENCY MILWAUKEE SHIPPING/RECEIVING

Payment must be rendered at time of delivery via guest room, master account, or credit card. A Package/Box Delivery Charge Form will be provided for signature.

- Packages for meetings should not be delivered more than three days prior to the meeting's first day. Any packages received prior to this are subject to a \$50 per day storage charge. If this purposes any issues, please reach out to the event manager.
- Packages **MUST** be addressed as follows. If they are not, they will be returned to sender.

Hyatt Regency Milwaukee
Event Manager: Ashley Wolfe
Hold for **Your Representative & Publisher Name Here**
Your Representative's Cell Number
CTSA Convention 8-11 June 2023
333 W KILBOURN AVENUE

MILWAUKEE, WI 53203
Box _____ of _____

Receiving Fees (Packages Received by the hotel):

- Overnight Letters or SoftPacks: No Charge
- Small Box (12" x 12" x 10" or Less): \$5.00
- Medium Box (Previous dimensions up to 20 x 20 x 14): \$7.00
- Large Box (Previous dimensions up to 48 x 15 x 15): \$15.00
- Case (Any Container Larger than 48 x 15 x 15): \$25.00
- Small Pallet (48"x40" or less): \$100.00
- Large Pallet (48"x40" or more) : \$250.00

Shipment Handling Fees (Packages Shipped from the hotel):

Please note these fees are paid to the hotel for facilitating the shipment. Additional charges will be required by the shipping service.

- Overnight Letters or SoftPacks: No Charge
- Small Box (12" x 12" x 10" or Less): \$3.00
- Medium Box (Previous dimensions up to 20 x 20 x 14): \$5.00
- Large Box (Previous dimensions up to 48 x 15 x 15): \$10.00
- Case (Any Container Larger than 48 x 15 x 15): \$15.00
- Small Pallet (48"x40" or less): \$100.00
- Large Pallet (48"x40" or more) : \$250.00

EXHIBITOR INFORMATION

Exhibitors are responsible for their own charges for shipping. The Exhibitor will be required to complete a credit card authorization prior to receiving their packages if payment has not already been received or arranged. There will be assistance provided moving their boxes from storage to the exhibit areas at no charge.

Exhibitors are responsible for packaging and labeling all items that are to be shipped out. The hotel does have FedEx Express labels available upon request, but we do not have FedEx Ground.

It is the vendor's responsibility to schedule the pickup for any boxes or packages. The hotel is not responsible for scheduling pickups for items.

When packages are ready to be shipped, exhibitors may request assistance with having packages taken to the shipping area. Any packages left in a meeting room after a meeting without instruction will be held for 72 hours then disposed of.