



# Catholic Theological Society of America

To: Publishers/Marketing Directors  
From: Mary Jane Ponyik, Executive Director, CTSA  
Date: January 2024  
RE: **Exhibits at the CTSA Convention, 13 – 16 June 2024**

The Society is happy to welcome publishers to exhibit at the CTSA's 2024 convention. This year the CTSA celebrates its 78<sup>th</sup> meeting at the Renaissance Baltimore Harborplace Hotel, Baltimore, MD, on Thursday, June 13, through Sunday, June 16. Requests to exhibit will be arranged through the CTSA's national office associated with John Carroll University.

**A flat fee of \$200 will be charged per table top exhibit, payable to “The Catholic Theological Society of America.” Advance payment must accompany your request.** A discount is offered on table orders of three or more. 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 via 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 13, 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 Renaissance Baltimore Harborplace Convention Hotel via the registration portal posted on the CTSA convention website page. The CTSA room block rate is \$165++ per night.

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

Larry Berman, Audio Visual Services (larry.berman@renhotels.com) to receive a quote and/or place an order.

## **Shipping**

Boxes must be addressed as follows:

Renaissance Baltimore Harborplace Hotel  
Event Manager: Katherine McDonough  
Hold for **Your Representative & Publisher Name Here**  
**Your Representative's Cell Number**  
CTSA Convention 13-16 June 2024  
202 East Pratt Street  
Baltimore, MD 21202  
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.