



Dear Friend of CAPS:

We are back live! It is my pleasure to invite you to participate as an Exhibitor and/or Advertiser at the 2023 International Conference of the Christian Association for Psychological Studies to be held in Louisville, KY from March 30-April 1, 2023. The conference will be held at the renowned Galt House on the banks of the Ohio River and after two years of virtual conferences, we expect this to be one of our best conferences ever!

Each year the CAPS International Conference attracts 500 Christian professionals from the United States, Canada and several other countries around the world. The audience is comprised of Christian academicians, researchers, clinicians/counselors, pastors/theologians, and graduate students preparing for careers in the behavioral sciences. The conference is tailored to meet the needs of practicing professionals, professors in universities across the country and those preparing for professional practice.

Take advantage of our new **Premier Exhibitor option that includes benefits never offered before**, reserved exclusively for this exhibitor level This bundle includes:

- Dedicated exhibit space in the exhibit hall as well as a virtual booth in the conference app.
- Home page ad in the conference app. (Only available to premier exhibitors)
- Plenary Session on-screen ad (PowerPoint slide) that runs before each of the plenary sessions.
- Dedicated Conference Attendee email
- Stage recognition during the opening Plenary session

Make your plans now to maximize our time together and beyond! While the “live” conference runs for two days, the conference platform and content will be available to our attendees for **2 months**. Many of our attendees continually come back to Whova to watch additional sessions for weeks after the “live” conference to earn unlimited CE credits. Presence as an exhibitor will be available and promoted to our attendees for the entire 2 months the portal is open!

Enclosed is an **Exhibitor & Program Advertiser Prospectus**. It will provide you with all the information you need to select how you would like to participate in the 2023 International Conference. The last page of the Prospectus serves as a registration form that you can complete and return to us as indicated.

If you have any questions or for more information, please contact Mary Gilbert at mary.gilbert@caps.net or call the CAPS home office 630-639-9478. You can also reach us by email at exhibits@caps.net.

Thank you for your consideration. We hope to see you in Louisville!

EXHIBITS AND ADVERTISING

PRICING AND DISCOUNTS

PREMIER EXHIBITOR - SAVE 20% BY BOOKING EARLY!

THE PREMIER EXHIBITOR OPTION INCLUDES:

- Dedicated exhibit space in the exhibit hall as well as a virtual booth in the conference app.
- Home page ad in the conference app. (Only available to premier exhibitors)
- Plenary Session on-screen ad (PowerPoint slide) that runs before each of the plenary sessions.
- Dedicated Conference Attendee email
- Stage recognition during the opening Plenary session

Premier Price \$895 if purchased before December 31. Exhibitors who reserve space before December 31, 2022 receive a \$200 discount on the exhibit price of \$1095.

EXHIBITOR

EXHIBIT SPACE - \$545.00 (IF RESERVED BY DECEMBER 31, 2022)

Exhibitors who reserve space before December 31, 2022 receive a \$150 discount on the exhibit registration price of \$695 if reservation is made after December 31, 2022. This price includes a dedicated exhibit space in the Exhibit Hall as well as a virtual booth in the conference app.

VIRTUAL EXHIBIT SPACE ONLY - \$395.00 (IF RESERVED BY DECEMBER 31, 2022)

Exhibitors who reserve space before December 31, 2022 receive a \$150 discount on the exhibit registration price of \$545 if reservation is made after December 31, 2022. This price includes a virtual booth in the conference app.

PROGRAM ADVERTISING

PLENARY SESSION ON-SCREEN AD - \$150

For just \$150, you can have a PowerPoint ad displayed prior to the plenary sessions (Thursday evening kickoff dinner/plenary and the Friday Luncheon/plenary) as people arrive. Applications for on-screen ads must be received by **Tuesday, February 28, 2023.**

HAVE QUESTIONS?

If you need additional information, please contact the CAPS Office at exhibits@caps.net, or our office manager, Mary Gilbert at 630-639-9478. Thank you for your interest in the Christian Association for Psychological Studies and our 2023 International Conference! We look forward to seeing you there.

CAPS EXHIBITOR & ADVERTISER PROSPECTUS

This Exhibitor Prospectus contains all the necessary information related to the conference, and an application to secure your space in the exhibit area, or to advertise in one or more ways during the conference. If you have any questions regarding the prospectus or application, please contact the CAPS Office at exhibits@caps.net, or our office manager, Mary Gilbert at 630-639-9478.

CONFERENCE LOCATION & DATES

**GALT HOUSE HOTEL
TRADEMARK COLLECTION BY WYNDHAM
140 N 4TH ST
LOUISVILLE, KENTUCKY 40202
MARCH 30-APRIL 1, 2023**

I. PREMIER EXHIBITOR

THE PREMIER EXHIBITOR PACKAGE INCLUDES:

- Premier Placement of your dedicated exhibit space in the exhibit hall as well as a premier listing and virtual booth in the conference app.
- Plenary Session on-screen ad (PowerPoint slide) that runs before each of the plenary sessions.

The following cannot be purchased, but are included in the Premier Exhibit Package

- Home page ad in the conference app.
- Dedicated Conference Attendee email that you can design and build.
- Stage recognition during the opening Plenary session

SAVE 15% BY BOOKING EARLY!

Premier Price \$895 if purchased before December 31. Exhibitors who reserve space before December 31, 2022 receive a \$200 discount on the exhibit price of \$1095.

II. EXHIBITS

EXHIBIT SCHEDULE

THURSDAY, MARCH 30, 2023

Exhibit Installation: 9:00am–1:30pm

Exhibition Area Hours: 1:30pm–5:30pm

Welcome Reception in Exhibit Area: 9:00pm–10:30pm

We strongly encourage you to staff exhibit during this “high traffic” welcome reception time

FRIDAY, MARCH 31, 2023

Exhibit Area Hours: 8:30am–12:00pm; 2:00pm–6:00pm

NOTE: Please do not teardown your exhibit before 6:00pm Friday. All exhibits must be removed by 10pm Friday.

EXHIBIT FEES

The exhibit fee for a 6-foot table-top exhibit is \$695.00. Exhibitors who reserve space before December 31, 2022 receive a \$150 discount on the exhibit registration price (\$545).

Fees for exhibit space include the following:

- Assigned exhibit space
- Draped 6-foot table with two chairs
- Dedicated exhibit space in the virtual exhibit hall in the conference app
- Two exhibitor badges allowing access to the Exhibit Area and plenary sessions

SIZE AND CONDUCT OF EXHIBITS

Exhibits can be table-top displays or may occupy the same space as a 6 foot table. Any signage must sit on the table top or occupy no more floor space than 30 inches by 6 feet. Exhibits will not be behind locked doors unless you make arrangements with hotel management to store materials overnight.

Exhibits must be arranged so as not to obstruct the view or otherwise interfere with the displays of other exhibitors. This restriction includes person(s), things, conduct, printed material, noise, or anything of a character which may be objectionable to the exhibit as a whole. CAPS reserves the right to deny exhibit opportunities to individuals or organizations that it deems not appropriate for this event. CAPS also reserves the right to restrict exhibits which, because of sound, method of operation, materials, content or any other reason are deemed objectionable, and also to prohibit or evict any exhibit as a whole. In the event of such restriction or eviction, CAPS is not liable for any refunds, rentals or other exhibit expenses.

Access to power outlets must be prearranged with the hotel and paid by the exhibitor. Please notify the CAPS Conference Coordinator at scott.titus@insideoutdata.com if you make such an arrangement so your exhibit table can be located accordingly.

VIRTUAL EXHIBIT BOOTH

CAPS utilizes WHOVA as the live conference attendee app. While the “live” conference runs for two days, the conference platform and content will be available to our attendees for 2 months. Many of the attendees continually come back to WHOVA to watch additional sessions for weeks after the “live” conference because they are able to continually earn unlimited CE credits. Your presence as a virtual exhibitor is available and promoted to our attendees for the entire 2 months the portal is open!

The WHOVA Exhibitor Center functionality includes:

- Digital booth profiles (photos, logo, etc)
- Video streaming and documents
- Chat with booth visitors
- Personal set-up link
- Bulk upload via spreadsheets
- Analytics report
- Leads generation and export

Once we receive your application and payment, you will receive immediate access to WHOVA so you can begin building your Exhibitor content and features.

EXHIBIT TERMS AND CONDITIONS

EXHIBIT APPLICATION DEADLINE

Deadline for returning completed exhibit application: **January 20, 2023**.

TERMS OF PAYMENT

Full payment must accompany the application for space. No application can be processed without remittance of full payment.

EXHIBIT SPACE WILL BE ASSIGNED BASED ON THE DATE THE APPLICATION IS RECEIVED

The Exhibitor agrees to accept the space assigned. The application, along with full payment for space, should be returned to the CAPS Office. Exhibitors may send the application to the CAPS Office by email at exhibits@caps.net. CAPS reserves the right to modify the designated exhibit space in the event a change in the original assignment is necessary.

CONTRACT FOR FACILITIES

The acceptance of the application by CAPS and the full payment for rental charges constitute a contract. A completed application for space with full payment and all requested information must be submitted by mail or facsimile. Facsimile applications must include a credit card number, expiration date, and signature.

CANCELLATIONS

Exhibitors are requested to notify CAPS by email at exhibits@caps.net with cancellations. Cancellations are not effective until they have been submitted in writing to CAPS. Cancellation of space after January 27, 2023 will result in no refund. Cancellation on or before January 27, 2023 will result in a partial refund of 50% of the original cost. The date the Exhibitor's written notice of cancellation is received will be the official cancellation date.

FAILURE TO OCCUPY SPACE OR BUILD VIRTUAL BOOTH

Any Exhibitor failing to occupy space or the virtual booth is not relieved of the obligation to pay full rental price for space. CAPS shall have the right to use exhibit space as it sees fit, provided the space is not occupied by the scheduled exhibit hall opening, unless prior alternative arrangements have been agreed upon.

SHARING SPACE

Subletting of space is not permitted.

SHIPPING ITEMS TO THE CONFERENCE HOTEL

The Galt House utilizes The UPS Store for materials shipped to the Galt House and are subject to a receiving and/or storage fee. Contact The UPS Store 502-583-3784 for pricing information specific to your shipment. All receiving and storage fees are the responsibility of the exhibitor. Boxes should be shipped to:

EXHIBITOR NAME (GUEST NAME) THE UPS STORE

325 W. Main St. Suite #150
Louisville, KY 40202
502-561-4008

Packages should be scheduled to arrive no sooner than Monday, March 27, 2023.

INSURANCE

Advise your agent! Insurance on all exhibits is the responsibility of the Exhibitor. CAPS will not assume any responsibility for property loss or damage to personal property, as stated in the section on Limitation of Liability. Exhibitors are advised and encouraged to carry insurance to cover their property against damage and loss and public liability insurance for claims of injury to the person and property of others.

LIMITATION OF LIABILITY

Exhibitor agrees with CAPS that CAPS shall not be liable for any damage or liability of any kind or for any damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by Exhibitor or any person thereon with the consent of Exhibitor. And, that Exhibitor will indemnify and hold harmless CAPS from all liability whatsoever, on account of such damage, or injury, whether or not caused by negligence of or breach of an obligation by Exhibitor or its employees or representative.

CATASTROPHE

In the event of fire, strikes, or other unavoidable occurrence rendering the exhibit space unfit for use, provisions will be made for the exhibit elsewhere or a proper financial adjustment will be made to the exhibitor.

III. PLENARY SESSION ON-SCREEN AD

PRICING: \$150

Purchasing a plenary session on-screen ad entitles you to have a PowerPoint ad displayed prior to the plenary sessions as people arrive.

- This will display in rotation before the Thursday evening kickoff dinner/plenary and the Friday Luncheon/plenary.
- The slide is to be created by the entity advertising and must be delivered in a PowerPoint, or PDF format to exhibits@CAPS.net office by Monday March 13, 2023.

NOTE: No more than 10 on-screen ads will be sold and priority will be given to those purchasing the Premier Exhibit Option



2023 CAPS INTERNATIONAL CONFERENCE

EXHIBITOR AND ADVERTISER APPLICATION

PLEASE TYPE COMPANY NAME AS IT SHOULD BE PUBLISHED

Name: _____ Company: _____

Address: _____

City, State/Province, Postal Code: _____

Telephone: _____ Fax: _____ Email: _____

PLEASE INDICATE WHICH LEVEL YOU WILL BE EXHIBITING AND/OR ADVERTISING:	received on or by 12/31/22	received after 12/31/22
___ Premier Exhibitor	\$895	\$1095
___ Exhibitor	\$545	\$695
___ Virtual Exhibit Space Only	\$395	\$545
___ Plenary On-Screen Ad	\$150	\$150

Each in-person exhibitor is limited to two (2) complimentary printed representative badges per table. This will give exhibit staff access to the exhibit area. **Any exhibit staff wishing to attend the conference or meals must also register for the conference or meals at the regular registration fee.**

FULL PAYMENT IS DUE BEFORE SPACE CAN BE ASSIGNED AND MUST ACCOMPANY THIS APPLICATION.

APPLICATION DEADLINE:

February 28, 2023 Deadline for returning completed exhibit application. Plenary session on-screen ads must be delivered to the CAPS email (exhibits@caps.net) by March 13, 2023

RETURN APPLICATION AND FULL PAYMENT TO: CAPS International
 PO Box 365
 Batavia, IL 60510-0365
 Phone: 630-639-9478

MAKE ALL CHECKS PAYABLE TO: CAPS International Checks must be in U.S. dollars drawn on a U.S. bank.

PLEASE CHARGE THE FOLLOWING CREDIT CARD FOR ALL FEES. American Express VISA Mastercard Discover

Card Number: _____ Expiration Date: _____

As an authorized representative of the Company named above, I have read and understand the rules, regulations, and contractual considerations outlined in the CAPS 2023 Conference Exhibitor Prospectus. I understand and agree to accept and abide by those rules and regulations.

Signature: _____ Date: _____

Name (Please Print): _____

CANCELLATION of exhibit space by January 27, 2023 will result in a penalty of 50% of the total cost of the space assigned. No refunds can be granted after January 27, 2023