



## Self-Giving Love Entregarse Con Amor

“Your every act should be done with love”

— 1 Corinthians 16:14

“Háganlo todo con amor”

— 1° Carta a los Corintios, 16:14

**Las Vegas Diocesan Conference 2023  
September 8 & 9  
Orleans Hotel & Conference Center**

**Re: Your invitation to exhibit at the Las Vegas Diocesan Conference – Sept 8-9, 2023**

*Sponsored by:* The Diocese of Las Vegas

*Coordinated by:* T.M Enterprises, A Division of TM Conference Services, LLC - 406 N Sixth St #C - Marquette MI 49855

**Webpage:** [www.LasVegasDiocesanConference.org](http://www.LasVegasDiocesanConference.org)

Dear Exhibitor:

We are pleased to invite you to reserve space in the exhibit space at the **2023 Las Vegas Diocesan Conference**, to be held on September 8-9, 2023 at The Orleans Hotel & Casino 4500 W Tropicana Ave, Las Vegas, NV 89103

- The exhibits will be held in Bienville Room of the Convention Center |
  - The conference is anticipating 1400 + participants as we have reserve more meeting room space.
  - We encourage you to reserve exhibit space online when it becomes available.
- As each reservation is date and time-stamped. We do offer a paper form that can be faxed or mailed back to our office.

**ONLINE EXHIBIT REGISTRATION:** [Link to register online!](#)

### **BOOTH SPACE:**

- A limited number of 8' x 10' table-top areas will be available.
- Each booth is at \$400.00
- Each booth reservation includes the following:
  - a 25-word description of your company on the website and in the handbook (if reservations are received prior to 8/1/23)
  - Tabletop tent sign, (1) 6-foot skirted table, (1) chair and (1) wastebasket. **NOTE: This won't be a pipe & draped area.**
  - (1) complimentary booth representative, includes: Friday reception; Saturday continental breakfast and Friday & Saturday lunch
  - Each additional booth representatives can each register at \$100 each for the food functions that will be offered.

**BOOTH LOCATION:** Booths will be assigned on a first come first served basis. Online registrations are highly recommended.

**AD SPACE IN THE HANDBOOK:** Ad space is available in the participant handbook. We must receive your ad copy by August 1, 2023. We will accept ads in PDF format only. Please consult the ad specifications included on the last page of this invitation.

Ad sizes are as follows: Full page ad: (7 ½" wide x 10" tall) Color ads \$500 BW ads \$400  
Half page ad: (7 ½" wide x 4 ½" tall) Color ads \$300 BW ads \$250

### **SPONSORSHIP OPPORTUNITIES:**

There are a number of sponsorship possibilities, please contact our office on how to be a sponsor for the conference is included in your kit The flyer indicates the various types of Sponsorships that are available:

- Platinum, Gold and Silver Sponsorship
- Individual Conference Sponsorship
- Participant Sponsorship

### **EXHIBIT HOURS:**

<b>Conference Exhibitors Setup:</b>	Thurs – afternoon TBD & Friday, Sept 8, 2023 8 AM – 11 AM	
<b>Conference Exhibit Hall Hours:</b>	Friday, Sept 8, 2023	12 PM – 10:00 PM (Closed from 6:45 PM -8:30 PM)
	Saturday, Sept 9, 2023	7:00 AM - 4:45 PM
<b>Conference Exhibitors Dismantle:</b>	Saturday, Sept 9, 2023	4:45 PM - 7:00 PM

## HOTEL INFORMATION:

The conference has a limited block of rooms available at The Orleans Hotel & Casino 4500 W Tropicana Ave, Las Vegas, NV 89103  
Rooms in the conference block will be available three days before and after the conference

**Thursday & Sunday: \$59.88** (\$35+ 17.99 Resort Fee + 13%= \$59.88) **Friday & Saturday: \$99.43** (\$70 + 17.99 Resort Fee + 13%= \$99.43)  
To book a [room reservations online](#) OR- Call the Reservations Department: **800-675-3627** You will need to reference that you are attending the Diocesan Conference to receive the special, discounted room rates. The group rate will expire on: August 7, 2023



## Self-Giving Love

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**Las Vegas Diocesan Conference 2023**  
**September 8 & 9**  
**Orleans Hotel & Conference Center**

## Las Vegas Diocesan Conference - September 8-9, 2023

**Exhibit Schedule:** **Friday 8:00 am – 11:00 am**    **Set up \* contact us if you would like to set up on Thursday afternoon**  
**Friday 12:00 pm – 6:45 pm**    **Open**  
**Friday 8:45 pm – 10:00 pm**    **Open**  
**Saturday 7:00 am – 4:45 pm**    **Open**  
**Saturday 4:45 pm – 7:00 pm**    **Breakdown**

### FRIDAY, SEPTEMBER 8, 2023

9:00 am - 1:00 pm		Registration Opens
10:30 am - 12:00 pm	100's	Sessions-English & Spanish (90 min session)
12:00 pm - 1:00 pm		Lunch – Exhibits open
1:00 pm - 2:30 pm	200's	Sessions-English & Spanish (90 min session)
2:30 pm - 3:00 pm		Break - Visit the Exhibits
3:30 pm - 5:00 pm	300's	Sessions-English & Spanish (90 min session)
5:00 pm - 6:45 pm		Registration open
5:00 pm - 6:45 pm		Exhibits
7:00 pm - 8:45 pm	401	Welcome/Keynote/Closing Prayer: Fr. Steven Bell, CSP
8:45 pm - 10:00 pm	501	Reception - Exhibits Open

### SATURDAY, SEPTEMBER 9, 2023

7:00 am - 3:15 pm		Registration
8:30 am - 9:30 am		Gathering & Welcome & Morning Prayer
9:45 am - 10:45 am	601	Opening Prayer-Keynote in English: Julianne Stanz
	602	Opening Prayer-Keynote in Spanish: Hna. Rosalía Meza, VDMF
10:45 am – 11:15 am		Break /Exhibits Open
11:15 am - 12:45 pm	700's	Sessions-English & Spanish (90 min session)
12:45 pm - 1:15 pm		Lunch / Exhibits

1:15 pm - 2:45 pm    800's    Sessions-English & Spanish (90 min session)  
 2:45 pm - 3:15 pm                      Break / Exhibits Open  
 3:15 pm - 4:45 pm    900's    Sessions-English & Spanish (90 min session)  
 4:45 pm                                      Exhibits Close  
 5:00 pm - 6:30 pm                        Closing Mass

## Las Vegas Diocesan Conference September 8-9, 2023 - The Orleans Hotel & Casino - Las Vegas, NV

### Sponsor, Exhibitor and Ad Space Reservation Form

We strongly encourage you to complete the [on-line exhibit registration form](#) (payment by check or credit card)

**Exhibitor Registration:**

Booth choice selection will be based on a first-come, first-served basis.

Please mail to: Terry Wessels    TM Enterprises    406 N Sixth St #C    Marquette MI 49855  
 P: (815) 332-7084    F: (815) 332-3476    E: [ta.wessels@gmail.com](mailto:ta.wessels@gmail.com)

Contact's Name \_\_\_\_\_ Position \_\_\_\_\_

Contact's Phone \_\_\_\_\_ Contact's Email \_\_\_\_\_

**Please print as you wish your information to appear in the handbook.**

Company /Organization \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zipcode \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Website \_\_\_\_\_

**EXHIBIT SPACE:** (Your exhibit booth location will be assigned)

\_\_\_\_\_ Total # of Booth(s) @ \$400 (with a 25-word description in handbook if reserved by 8/1/2023)    \$ \_\_\_\_\_

\* **Note: Please email description to [ta.wessels@gmail.com](mailto:ta.wessels@gmail.com)**

**EXHIBIT CANCELLATION POLICY**

Cancellation refund requests must be made in writing and received prior to August 1, 2023. A cancellation fee of \$150 will be charged against the cost of each display originally reserved. For notifications postmarked after August 1, 2023 no refund will be given.

**TABLE TOP TENT SIGN:** \_\_\_\_\_

**BOOTH DESCRIPTION:** Please email a 25-word description to [ta.wessels@gmail.com](mailto:ta.wessels@gmail.com)

**ADDITIONAL EXHIBIT/SERVICE REPRESENTATIVES:** There is no charge for (1) exhibit rep per booth reserved. Any additional booth reps will be allowed for \$100.00. (This fee includes all food and beverage functions served in the exhibit hall). Please list the Name and Title of each representative as you wish it to appear on the name badge. You may include additional booth representatives on a separate sheet if needed.

**NAME**

**TITLE**

1. \_\_\_\_\_
2. \_\_\_\_\_

TOTAL Additional Attending @ \$100.00    \$ \_\_\_\_\_

**CONFERENCE BOOK AD SPACE:**

	Horizontal x Vertical	Color	Black/White	
_____ Full page ad	(7 1/2" x 10")	\$500	\$450	
_____ Half page ad	(7 1/2" x 4 1/2")	\$300	\$250	\$ _____

**\*\*Ads are due by August 1, 2023 - PDF files only - email to: [zcastor@dolv.org](mailto:zcastor@dolv.org) or [ta.wessels@gmail.com](mailto:ta.wessels@gmail.com)**

**Sponsorship Opportunities**

(contact Terry Wessels – [ta.wessels@gmail.com](mailto:ta.wessels@gmail.com) 815-332-7084)

Sponsorship will be invoiced, not paid through the online exhibit form.

**Partnerships:**

- \_\_\_\_\_ Platinum-\$5000
- \_\_\_\_\_ Gold-\$3000
- \_\_\_\_\_ Silver-\$1500

**Individual Conference Sponsorship Options:**

- |   |                                      |
|---|--------------------------------------|
| _____ Friday Evening Reception (Budget \$3500)        | Sponsorship \$ amount offered: _____ |
| _____ Speaker Hospitality (Budget \$2000)             | Sponsorship \$ amount offered: _____ |
| _____ Conference Tote Bag (Budget \$1500)             | Sponsorship \$ amount offered: _____ |
| _____ Saturday Morning Hospitality (Budget \$2500)    | Sponsorship \$ amount offered: _____ |
| _____ Friday or Saturday Lunch (Budget \$18,000)      | Sponsorship \$ amount offered: _____ |
| _____ Liturgical Supplies (Budget \$2750)             | Sponsorship \$ amount offered: _____ |
| _____ Conference AV (Budget \$5000)                   | Sponsorship \$ amount offered: _____ |
| _____ Lighting and Sound Production (Budget \$32,000) | Sponsorship \$ amount offered: _____ |
| _____ Other (Specify) _____                           | Sponsorship \$ amount offered: _____ |

**Participant Sponsorship:**

- |  |                                      |
|--|--------------------------------------|
| _____ (1) Participant Sponsorship (Budget \$125) | Sponsorship \$ amount offered: _____ |
|--|--------------------------------------|

\$ \_\_\_\_\_

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**TOTAL AMOUNT DUE**

\$ \_\_\_\_\_

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**If you wish to pay by check**

Please make checks payable to: **T.M. Enterprises**  
In the Memo list: **Las Vegas Diocesan Conference**  
and Mail to:

% T.M. Enterprises  
406 N Sixth St #C Marquette MI 49855  
P: 815-332-7084 F: 815- 332-3476 E: [ta.wessels@gmail.com](mailto:ta.wessels@gmail.com)  
Conference Webpages: <https://www.lasvegasdiocesanconference.org>

**If you wish to pay by credit card**, you must use the [online registration form](#), for your protection we cannot make a credit card charge for you.

## **AD SPECIFICATIONS FOR PROGRAM BOOK**

The following file formats are acceptable for ads: (.PDF) or (.JPG)

Recommended resolution is 600 to 800 –

If ad is submitted in actual size, please use a minimum resolution of 300

All fonts must be converted to outline or embedded in the file.

Full-color ads should be submitted as CMYK.

1-color ads should be converted to greyscale prior to submission.

**Do not submit digital files in Word, Publisher, PowerPoint, WordPerfect, EPS, CorelDraw, Excel, Quark, InDesign, Pagemaker or any other desktop publishing formats. Ad must be submitted as a single PDF file only, formatted exactly as it is to appear in print.**

Ad dimensions for an 8.5x11" book (no bleeds):

Half page horizontal - 7.5" wide x 4.5" tall

Full page - 7.5" wide x 10" tall

**Ads must be received by August 1, 2023 to be included in the program book.**

You may email the ad file (pdf or jpeg only) to [zcastor@dolv.org](mailto:zcastor@dolv.org)

Disclaimer: The Diocese of Las Vegas and TMEnterprises is not responsible for errors in submitted ads. Ads should be proofread and approved by the advertiser before submitting.

If you need additional assistance or advice, please contact our conference planner:

Terry Wessels

T.M. Enterprises, a Division of TM Conference Services, LLC

406 N Sixth St #C

Marquette MI 49855

P: 815-332-7084 F: 815-332-3476

E: [ta.wessels@gmail.com](mailto:ta.wessels@gmail.com)

[www.TMConferenceServices.com](http://www.TMConferenceServices.com)

**The ad sizes are for a book with 8.5" x 11" pages, no bleeds**

FULL PAGE: Vertical Format = 7.5" wide x 10" tall

HALF PAGE: Horizontal Format = 7.5" wide x 4.5" tall