



**PRESBYTERIAN
YOUTH TRIENNIUM 2019**

**July 16-20, 2019
Purdue University**

**Presbyterian Youth Triennium 2019
Exhibit, Exhibitor, College/Seminary Fair
INFORMATION**

The 2019 Presbyterian Youth Triennium is scheduled for July 16 - 20, 2019. If your ministry area or program wishes to be a part of the Triennium Exhibit Hall, we ask that you declare your intention to do so as soon as you are able.

Before you do that, please read this information sheet completely and then simply, e-mail your Declaration of Intent to participate in the PYT exhibit hall to Coordinator, Beth Mueller, at the (email below).

We are excited about what you will contribution to the Triennium, and look forward to your participation next summer!

Grace and Peace,
Beth Watson Mueller
PYT 2019 Exhibit Hall Coordinator

Email: exhibithallpyt2019@gmail.com

Phone: 512-567-2052

PYT 2019
Exhibit Hall Hours
Exhibit Hall and Event Schedule Might Have Slight Schedule Adjustments by Opening Day
Final Event Schedule Will Be Released by June 1, 2019

Exhibit Hall SET UP

Monday, July 15th, 2019

1:00pm - 6:30pm

Tuesday, July 16th, 2019

8:00am - 12:00noon

Event Exhibit Hours

Tuesday, July 16th

1:00pm - 6:00pm

Wednesday, July 17th

9:30am - 2:00pm

Thursday, July 18th

9:30am - 2:00pm

Friday, July 19th

9:30am - 5:00pm

Exhibit Hall Tear Down

Friday, July 19th

5:00pm - 11:00pm

Saturday, July 20th

Optional Ministry Stations Outside of Closing Worship

9:00am - 10:00am

Tentative!

College and Seminary Fair

Friday, July 19th

9:00am - 11:00am

2:00pm - 3:30pm

Exhibitor Guidelines and Detail

Allowed Exhibitors and Intent to Display

- Exhibitors will be groups or ministries that are a part of one of the official agencies of the Presbyterian Church (U.S.A.) or the Cumberland Presbyterian Churches.
- Exhibitors are requested to declare their Intention to Participate by February 1, 2016. Please complete the digital "intent to display" form that can be found on the Triennium website under the PARTICIPANT tab. www.presbyterianyouthtriennium.org Intentions should be communicated to Beth Watson Mueller as soon as humanly possible or by April 1, 2019 :)

Cost and Planning

- **Exhibit Space Cost and What is included in the fee?**

The cost per space/booth is \$460.00. The fee establishes your space/booth; a basic table and chair set up and allows you up to 3 booth staff - to serve on behalf of your ministry. There are additional fees for projection, pipe and drape, additional tables and chairs, and other extras. Exhibiting services are provided by the Purdue Memorial Union offices. A price list of set up and equipment will be available in early 2019.

- **Planning Your Exhibit . . . Special Instructions . . . Needs**

The Exhibit Hall Team encourages all exhibitors to THINK SIMPLY AND CREATIVELY when it comes to the hall and your display. The PYT's exhibit hall is not a traditional exhibit space. There is not pipe and drape (unless requested and rented).

- **Shipping to Purdue**

Package handling and shipping will be coordinated through the Conferences Office of Purdue University. If there are any extra or high cost unloading charges or delivery charges, PYT will invoice the exhibitor for these charges so that the PYT does not exceed its budget. The exhibitor fee of \$460.00 includes standard loading and unloading, space, table, chairs and exhibitor charge. PYT staff encourages you to bring a portable handcart if you are bringing items with you as there are not such items often available at Purdue.

If you do determine that you need to ship a large item, or quantity of materials that would require a dock, set up company, etc. please contact:

Beth Watson Mueller: exhibithallpyt2019@gmail.com
or 512-567-2052

- **Copyrights, Royalties, and Trademarks:**

Display sponsor warrants that no music, literary or artistic work or other property protected by copyright will be performed, reproduced or used, nor will the name of any entity protected by trademark be reproduced or used during the event unless written permission for the copyright or trademark holder has been obtained.

- **Special Assistances/ADA Compliance:**

In compliance with the Americans with Disabilities Act, all booth personnel needing special assistance should contact the PYT Exhibit Hall Coordinator with their requests.

- **PYT Bookstore:**

The PYT Bookstore will be operated by the Presbyterian Publishing Corporation. **All** resource sales will flow through the bookstore. If you would like for a book, resource or item to be sold please contact Alicia Samuels at: asamuels@presbypub.com

- **PYT Exhibit Halls Sales**

The only exhibitor allowed to provide onsite sales is the PPC Bookstore.

Pick Up, Shipping and Housing / Meals

- **Presbyterian Center – Presbyterian Church (U.S.A.)**
 - **Ordering:**
PMA/OGA/PPC and other Presbyterian Center entities: **June 28, 2019** will be the last day to order items for the Triennium through PDS.
 - **Shipping:**
Instructions and labels are available from Jeff Dorris of PDC. Instructions will also be distributed via Center Net in late May 2019. The pick-up date from the Presbyterian Center is: **July 1, 2019**. PMA/OGA/PPC/ and other Presbyterian Center programs will have the opportunity to coordinate their exhibit items for both the PYT and General Assembly. **July 5th is the last day PDC will receive Triennium packages, boxes, display pieces, vendor items, etc.**
- **Cumberland Presbyterian Church – Presbyterian Center** -- Please use the shipping address below.
- **All other vendors:** Please use the shipping address below.

Shipping Address and Information:

Erica Wilson
Purdue Conferences
Stewart Center Room 116
128 Memorial Mall
West Lafayette, IN 47907-2034
Attn: **PYT Exhibit Hall – Booth (Your booth title)**

- **Hotel Accommodations**

There are any number of hotels in the West Lafayette, IN / Lafayette, IN area. We recommended that exhibitors stay at the Purdue Union Club Hotel. This is a very nice hotel. It is connected to the Purdue Memorial Union Building (the building which is home to the PYT exhibit hall.)

When you are making your reservation please be sure to ask for the PYT rate.

Website: <http://www.union.purdue.edu/html/unionclubhotel>

You are also welcome to arrange your own housing using your preferred travel agency or website. Purdue University is located in West Lafayette, Indiana. West Lafayette is connected via bridges to Lafayette, Indiana. There are hotel options in both cities.

There are many places to eat on the Purdue campus. There are also hundreds of cafes, coffee shops, chain shops and local food options around and near the campus and hotels.

Required Abuse Prevention Measures and PYT

All adults (18 years and older; participants, volunteers, leaders, exhibitors, speakers, etc.) MUST complete an official PYT Background Screening. If you are a staff member of the PMA/OGA your report will be run and approved by Human Resources. If you are an exhibitor or College/Seminary Fair staff person your report will be run and approved by PYT staff (Molly Atkinson). PYT uses the services of Praesidium, Inc. PYT staff or HR will contact you prior to PYT through your listed email address(es) to complete your screening. ALL booth staff (primary and any additional persons staffing a display or booth or even visiting for a brief time) must have an approved PYT background screening. Screening is fast, online, simple and confidential. For questions contact Molly Atkinson: molly.atkinson@pcusa.org

Registration Run Down for Exhibitors

This information will also be available on the Triennium website:

www.presbyterianyouthtriennium.org

- Registration for exhibitors will be managed by PYT National Registrar Molly Atkinson.
- Molly will send exhibitors registration instructions and any further information when PYT registration opens or by April 1, 2019.
- In order to receive registration instructions your "intent" to display must be registered with Beth Watson Mueller. The "intent" to display digital form will be on the Triennium website under the PARTICIPANT tab.
- Beth will send all listed exhibitors the 2019 Exhibitor Set Up Requests information/form.

Checklist of information you'll need to plan as an exhibitor:

- INTENT form on the PYT website!
- Booth Name for Sign
- Booth design and space needed sent to Beth Mueller
- People and names of people who will "staff" your booth in your intent OR communicated to Beth Watson Mueller.
- Registration for your people once registration opens (Molly Atkinson/PYT Exhibitor Registration)
- Required background screening for ALL booth staff 18 years and older (Molly or HR)
- Shipping/Pick Up PDC dates
- Intent to participate in other ways (sponsorships, give aways, Interest Groups)
- Brainstorming, pondering, idea sharing - contact Gina Yeager-Buckley
- Special needs (items, equipment outside of a normal space display) please let Beth Mueller know