



## CMN MOMENTUM'21 EVENT

### Frequently Asked Questions:

#### GENERAL EVENT QUESTIONS:

**Q: Where is the CMN MOMENTUM'21/ Conference & Trade Show taking place?**

A: At the Renaissance Schaumburg Hotel and Convention Center 1551 N. Thoreau Drive Schaumburg, IL 60173

**Q: When is it taking place?**

A: Tuesday, July 27 is set-up day for exhibitors. It is also the Business and Ministry Best Practices Seminar day which is open to both exhibitors and attendees to attend some, or all, of the sessions.

The expo hall is open "Early Bird" Tuesday from 4 - 8 PM, and on Wednesday and Thursday from 9:00 AM to 5:00 PM (Thursday from 1-5 PM is the CMN Sample Sale where exhibitors will be selling retail in addition to wholesale.)

**Q: Who can attend?**

A: MOMENTUM 2021 is an event for CMN members, and will also include ministry-minded Catholics who are non-member paid guests who are affiliated with our conference partners like Catholic Brain Institute, NASPA, Catholic Writers Guild, CEMA and more.

Many of our attendees are retailers and non-profit organization leaders who generate revenue by selling or distributing Catholic products and programs, and connect with our exhibitors on a wholesale basis. We also welcome apostolate leaders, ministry and business professionals, service providers, suppliers, publishers, podcasters, media, authors, artists, and speakers who seek expert information, networking, and collaboration opportunities.

**Q. I am very interested in attending the MOMENTUM event with free admission, but I am not a current CMN member, what do I do?**

A: You can join the CMN as a member [HERE](#), and after your membership is activated, you'll receive your member registration code and then you can [REGISTER](#) as a CMN Member attendee.

Catholic Media outlets considering participation, please contact the CMN office directly.

**Q. If I'm affiliated with an organization that has a CMN membership, how many of our team can attend for free?**

A. Each CMN Membership allows the member to register four (4) associates to attend the MOMENTUM event with them for free. This applies to all levels (C, M, and N) of membership.

**Q. Who are CMN Conference Partners?**

A. CMN Conference Partner Organizations offer their own full-scale conference experiences within the context of the MOMENTUM'21 event. CMN provides the venue and great networking experiences, and makes it simple for organizations to plan a powerful event, in which CMN shoulders much of the burden of event logistics for them.

**Q. Is Catholic Brain Institute a CMN Conference Partner?**

A. Yes. The Catholic Brain Institute is hosting their first national conference for educators, DREs, and parish leaders at MOMENTUM'21.

**Q. What are CMN's plans for the health and safety of our event participants?**

A: CMN will be following the Illinois health guidelines related to the locality where we are meeting. We will have extra hand sanitizing stations placed for easy and frequent access. We will have masks available for anyone who needs one, but if the local community doesn't require them, CMN won't require them either. We will be planning our meeting spaces with room for appropriate social distancing in mind. With our temporary sales license for our Expo Hall, our space capacity numbers will be the same as a Lowes or Walmart. It is our hope that vaccines, therapeutics, recovered patient immunity, plus the vitamin D in the summer sunshine, will all work together to help our attendees and exhibitors have a happy and healthy CMN MOMENTUM'21 experience.

**Q: Do you provide child care services?**

A: No, the CMN does not provide child care services.

**Q: How can international exhibitors or guests obtain a Visa letter invitation for the CMN event?**

A: The CMN will provide a visa letter for each attendee who requests it. To require a visa letter please email CMN Executive Director, Silvia Osong, at [info@catholicmarketing.com](mailto:info@catholicmarketing.com).

## **REGISTRATION QUESTIONS:**

**Q: How do I register?**

A: Registration can be done at the CMN website [CatholicMarketing.com](https://CatholicMarketing.com) event page, or with this [LINK](#). You can attend as a non-member, but you do miss out on the year-round benefits of CMN membership.

**Q: Is there a registration fee for CMN members?**

A: Any member whose CMN membership is paid and active will receive a code to register to attend for free. Free admission to the expo hall along with four other staff members is a valuable benefit of CMN membership. Active Members can contact CMN at [info@catholicmarketing.com](mailto:info@catholicmarketing.com) to get your code.

**Q: What experiences do CMN Members purchase a ticket for as part of the CMN MOMENTUM'21 Trade Show & Conference Event?** CMN Members purchase tickets separately for the Tuesday Business & Ministry Luncheon and the Thursday IMPACT Breakfast.

- Tuesday Business and Ministry Seminar Luncheon: \$25.00 (USD)
- Thursday MOMENTUM IMPACT Breakfast with world-class speaker \$25.00 (USD)

Other networking/social activities will include a cash bar and some food provided at no charge, courtesy of the CMN and our sponsors.

**Q: Can I attend the MOMENTUM'21 Trade Show & Conference event if my membership is not active?**

A: If your membership has expired, you can attend and pay to attend individually as a non-member. Or renew your membership for either \$75, \$199, or \$399, based on your preferred membership level. Once you are an active member, you can attend the show for free. [Click here](#) to renew now. [Click here](#) to register.

**Q: What is the value of being a CMN Member in attending the CMN MOMENTUM Event?**

Your investment of time and money goes much farther when you participate in the MOMENTUM'21 event as a CMN Member. Along with yourself and 4 associates encouraged to register to attend the event for free, you get year-round benefits, discounts, marketing, and connections as a CMN member.

**Q. What is the process of joining CMN and then registering for the MOMENTUM'21 event?**

A. You [apply](#) to become a CMN member, and once your membership is approved, you'll get your code and you can register to attend the show for free.

**Q: How many people can be registered under one CMN membership?**

A: Up to 4 attendees can attend the MOMENTUM 2021 Trade Show & Conference event as guests, included as part of one member's group. Each person attending will need to be registered and wear an event badge. Each registered attendee can attend the Tuesday Business and Ministry (BAM) Seminar presentations.

**Q: Can I register at the door?**

A: Yes, CMN membership and registration will be open during the entire show. If you do not have a current CMN membership, you can join for either \$75, \$199, or \$399 and register on site. Or [click here](#) to join or renew now.

**Q: When will I receive my show badge(s)?**

A: You will receive your show badge at the on-site CMN Registration Desk.

**Q: What happens if I lose my badge?**

A: Go to the CMN Registration Desk and pick up a new badge.

**Q: If I cancel my pre-registration, will I get a refund?**

A: The CMN must be notified in writing or email **60 days ahead of the opening of the event** to receive a refund. No refunds will be made after the 60 days.

**TRAVEL QUESTIONS:**

**HOTEL**

**Q: Does the hotel offer a special discount to MOMENTUM'21 event attendees?**

A: The CMN has negotiated a discounted rate of \$149/night at the Schaumburg Marriott Convention Center hotel. These hotel rooms are conveniently located with indoor access to the exhibit hall. You can [Click here](#) to book your room.

**Q: When should I make my hotel reservation?**

A: If you want to stay at the Schaumburg Marriott Convention Center hotel which is the hotel connected to our event spaces, you will want to make your reservations ASAP.

There is a limited block of CMN discounted rooms for \$149 and they are available on a first-come first-serve basis. To take advantage of this reduced-rate, [Click here](#) to book your room.

**Q: How can I book my room?**

A: To book your room(s) go to the "Book your room" button on the CMN website to get the special discounted CMN rate, or [Click here](#) to book your room.

**Q: Can I book my room directly from the hotel's website?**

A: Yes. BUT you will **NOT** get the CMN special discount rate. To take advantage of the CMN reduced-rate, [use this link](#) to book your room.

**Q. Can I cancel my hotel reservation?**

A. Yes, there is a 24-hour cancellation policy. If you have booked a room as part of the discounted block, and you find you will not need the room, please cancel the room quickly to make it available for other attendees.

**Q: Can I have WiFi access in my room?**

A: Yes. Guests will have complimentary basic guest room internet access & complimentary WiFi in all public areas. (This does not include Wifi in the expo hall.) Instructions for use of WiFi will be provided at check in.

## **TRANSPORTATION QUESTIONS**

### **Q: What is my closest airport option to get to the Sheraton Convention Center and Hotel?**

A: The closest major airport is O'Hare Airport. The driving distance between the O'Hare Airport to Schaumburg Renaissance Marriott Hotel and Conference Center is 8.8 miles. Here's a [MAP](#). It takes approximately 16 min to drive from O'Hare Airport to the Hotel.

### **How do I best navigate travel from O'Hare Airport?**

A: Use this [LINK](#) to see the various options and pricing to travel from the airport to the hotel.

## **PARKING QUESTIONS**

### **Q: Where do I park?**

A: Self-parking is available for FREE each day for MOMENTUM exhibitors and attendees, whether you are registered in the hotel or not.

### **Q: Is Valet parking available?**

A: Yes, Valet parking is available through the hotel

## **EXHIBITOR QUESTIONS**

### **Q: Does each person participating in an exhibit booth have to register as an attendee?**

A: Yes. For security reasons, each person participating in CMN MOMENTUM'21 in any way, needs to register so they can be given an identification badge. This includes exhibitors, guests, and attendees. This is also the way for exhibitors to purchase tickets for the Tuesday Luncheon and for the Thursday IMPACT Breakfast.

### **Q: What is the deadline for submitting any paid advertisement to be printed in the MOMENTUM'21 program?**

A. Ads must be received by May 15th. Please email them to Silvia Osong at [sosong@catholicmarketing.com](mailto:sosong@catholicmarketing.com)

### **Q: When and where do I send the MOMENTUM'21 Bag Inserts?**

A. Mail Bag Inserts to drayage warehouse **before July 12** and address it as shown below:

**CMN Registration Desk - Bag Inserts**

SourceOne Events

160 Eisenhower Lane N. Lombard, IL 60148

### **Q: When can I register for a Wednesday Author/Artist Meet and Greet table?**

A. The Author/Artisan Meet & Greet is part of the MOMENTUM'21 Cocktail Reception. The tables will open at 6:00 PM. For information and to plan a Meet & Greet Table, contact Cathy

Gilmore at [cgilmore@catholicmarketing.com](mailto:cgilmore@catholicmarketing.com) after April 20, 2021. For payment for this and all sponsorships, contact Silvia Osong at [sosong@catholicmarketing.com](mailto:sosong@catholicmarketing.com) .

**Q: How do I get access to the CMN Event Exhibitor Guide?**

A: Here is the link to the [Exhibitor Guide](#)

**Q: Can I substitute any of the furniture items listed in the CMN Exhibitor Guide?**

A. No substitutions are allowed.

**Q: Does my booth come with electricity?**

A. No. If electricity is needed, you must submit an order form from within the CMN [Exhibitor Guide - Electric Order Form](#).

**Q: Does my booth come with Wifi?**

A: No, Wifi in the expo hall must be ordered through the Convention Center. Here is the link to contact to arrange for Wifi in your booth: [ren.schaumburg@psav.com](mailto:ren.schaumburg@psav.com)

**Q: When can I set up my booth in the Expo Hall?**

A. Tuesday, July 27, 2021 from 8:00 AM until 11:00 PM.

*(Exhibitors, keep in mind that we are opening up the Expo Hall at 4:00PM on Tuesday for “Early Bird Shopping”...but exhibitors with complex booths to set up are free to continue finishing up their set up during that time. Contact us if you need to start before 8:00 AM on Tuesday morning.)*

**Q: Can I leave my vehicle in the loading dock area while I set up my booth?**

A. Vehicles may not be left in the loading dock area for any reason except for loading and unloading.

**Q: Can my kids/family members assist me off-load my booth items and products at the loading dock?**

A: YES, but children under 16 are NOT permitted on the loading docks during Load In / Out.

**Q: Can I park in front of the hotel to off load my exhibition products and materials?**

A. NO! Follow the loading instructions outlined in the CMN [exhibitor guide](#).

**Q: What are the expo hall exhibition hours?**

A: TUESDAY, July 27 – 4 PM to 8 PM, WEDNESDAY, July 28 -- 9 AM to 5 PM

THURSDAY, July 29 – 9 AM to 5 PM (Exhibitors may sell retail from 1PM till 5PM during the CMN Sample Sale.)

**Q: What is the protocol for selling items during the event?**

A: **WHOLESALE:** Exhibitors are permitted and encouraged to take wholesale orders all three days, Tuesday through Thursday.

**RETAIL:** Exhibitors may sell popular items, display samples, close-outs and more, **on THURSDAY from 1PM to 5PM**. The selling of items at retail price occurring in the expo hall requires the exhibitor to know and follow the sales tax guidelines applicable in the state of

Illinois. Catholic Marketing Network assumes no responsibility for any exhibitor who fails to honor the laws regarding charging and paying applicable state sales tax.

**Q: Can I smoke at the Convention Center?**

A. No. The exhibit hall and the hotel are non-smoking facilities.

**Q: Are pictures/video recordings allowed?**

A: Not only allowed... but encouraged. Share on social media with the hashtag **#CMNMOMENTUM21** CMN will be snapping candid photos and capturing video content during the event to share on social media, on the CMN website, and in CMN promotional materials. By registering, all attendees give permission to be included anonymously in event photos and videos.

**Q: What are the Expo Hall Restrictions?**

- The MOMENTUM '21 expo hall is only accessible to registered CMN members and Conference Partner guests.
- No pets are allowed in the exhibition hall, unless as service animals.
- Attendees are not allowed on the exhibit floor prior to or after exhibit floor hours for security reasons.

***MAY GOD BLESS YOU and YOUR TRIP TO  
THE CMN MOMENTUM'21 EVENT!***