



## NCCW Convention August 25 - 29, 2026

Amway Hotel Grand Plaza, 187 Monroe Ave. NW. Grand Rapids, MI 49503

### EXHIBITOR INFORMATION

**Exhibitors will be in DeVos Place, 303 Monroe Ave. NW, Grand Rapids, MI., Exhibit Hall Ballroom A.**

Exhibitor space of 8' by 10' includes 1 - 6ft table, 2 chairs and wastebasket for **\$300.00**. A second table within that space of 8' by 10' is **\$150.00**. A limit of 2 tables and 2 spaces per exhibitor. **Deadline to Register: June 12, 2026**. The Exhibitor fee includes a listing and short description in the Convention Program provided exhibitor is registered by deadline of **June 12, 2026**. \*Fee does not include Convention Registration. If you wish to participate in any Convention sessions or activities, a Convention registration will be necessary. Entry to Convention venues will be monitored.

Exhibit hours (subject to change):

- Wednesday, August 26, 2026- Exhibit Set -up 9 a.m. – 1 p.m. Exhibits Open: 2:00 – 5:00 p.m.
- Thursday, August 27, 2026 – Exhibits Open - 8:00 a.m.-6:00 p.m.
- Friday, August 28, 2026 - Exhibits open 8:00 a.m. -6:00 p.m.
- Saturday August 29, 2026- Exhibits open 8:00 a.m.-2:00 p.m.

If you need electricity at your table, please **BRING YOUR OWN POWER STRIP**, and indicate your need for electricity on the Exhibitor Fee Form. The one-time charge for the electrical hook-up is **\$100.00**. Existing internet will be provided complimentary.

Exhibitors may ship materials to the Amway Grand Plaza Hotel, 187 Monroe Ave., NW, Grand Rapids, MI 49503. Exhibitors will collect their materials from the bell stand at the Amway Grand Plaza and borrow a bell cart to take their materials to the DeVos Center. Exhibitor fees for shipping are waived for up to three (3) boxes per exhibitor. If you need to ship additional boxes, please contact Andrea Scheckel, Assistant Director of Convention Services at [ascheckel@ahchospitality.com](mailto:ascheckel@ahchospitality.com); or call: 616.776.6405 to obtain pricing. Local people driving to the DeVos can park in front of the DeVos and unload for up to two (2) hours.

Boxes may not arrive more than five (5) business days prior to the event (Monday, August 20, 2026). Mailing Label must include **Hold for (GUEST NAME), Company Name, Arrival Date, NCCW Convention 8/25/26-8/29/26, Hotel address (see above) Attention: Events**

On the day you submit your Exhibitor Fee form to NCCW, please email **PICTURES** of your products, and the name of the exhibit, to Patricia Voorhes, Vendor Chair, at [Patricia.nccw@gmail.com](mailto:Patricia.nccw@gmail.com). **Exhibitor Fee Forms will not be accepted without pictures emailed to the Vendor Chair.**

**NCCW will support local vendors first.** If a local vendor carries the same products as an out-of-town vendor we will select the local vendor first. We will also use the pictures for table placement. After reviewing all submissions, we will inform you by June 30, 2026, if you have been selected to exhibit.

Send the completed **Exhibitor Fee Form**, a **ONE PARAGRAPH DESCRIPTION & CONTACT INFO** for the 2026 *Convention Program*, primary contact name and payment no later than **June 12, 2026 to NCCW** at the address below **or email to [convention@nccw.org](mailto:convention@nccw.org)**. Please call the NCCW office with any questions 703-224-0990.

**National Council of Catholic Women  
3211 4<sup>th</sup> Street NE Suite 338  
Washington D.C. 20017**



**Exhibitor Fee Form**

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Name of Exhibit: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

# of spaces needed \_\_\_\_\_ # Tables needed \_\_\_\_\_ Electricity needed Yes No amt. enc \$ \_\_\_\_\_  
Limit of 2 limit of 2 \$100.00 CIRCLE ONE

**Payment Information:**

Check # \_\_\_\_\_ Credit Card \_\_Visa \_\_Mastercard \_\_Discover \_\_ American Express  
CHECK ONE

Cardholder Name \_\_\_\_\_

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVC \_\_\_\_\_

Name of Person filling out form \_\_\_\_\_

The Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of exhibitor’s activities on the Amway Grand Plaza Hotel and the DeVos Place premises and will indemnify, defend, and hold harmless the National Council of Catholic Women (NCCW) as well as its agents, servants, and employees, the Amway Grand Plaza and each of their respective owners, managers, subsidiaries, affiliates, employees, and agents (Collectively “Hotel Parties”), and DeVos Place and each of the respective owners, managers, subsidiaries, affiliates, employees, and agents from any and all such losses, damages, claims, expenses (including reasonable attorney’s fees) arising out of exhibitor’s use of the exhibition premises. The Exhibitor understands that neither NCCW, the Amway Grand Plaza or DeVos Place maintains insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance to protect itself.

By signing, I acknowledge I have read and understand this clause:

Sign Here: \_\_\_\_\_

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