



*... in Christ Jesus the life-giving
law of the Spirit has set you
free from the law of sin and death.
(Rom. 8:2)*

CANON LAW SOCIETY OF AMERICA

OFFICE OF THE GENERAL SECRETARY

July 13, 2026

Greetings!

I invite you to join us as an exhibitor at the CLSA 88th Annual Convention October 12-15, 2026 in St. Louis, Missouri. CLSA's Annual Convention provides networking and continuing education opportunities for laity, clergy, and religious members and non-members alike, who are experts in canon law as well as their chancery and tribunal staffs.

The [convention brochure](#) with complete program information, along with many more details, can be found on the convention [page](#) of our website.

Exhibitors can promote their products and services in our electronic Guidebook at no additional cost! We no longer offer the opportunity to provide items for tote bags, but you're welcome to put your promotional items at your exhibitor table. We will also list your business in the printed convention booklet that will be available for attendees to print at home or purchase when they register.

Please find the following items appended to this letter:

- Statement of Policy and Guidelines for Exhibitors (2 pages)
When you sign your exhibitor agreement, you attest that you agree to abide by these policies.
- Exhibit Registration and Agreement Form (2 pages)
Please complete both sides of this form, noting your payment information. Be sure to sign the agreement.
- 2026 CLSA Guidebook Information Form (1 page)
Complete this information so we can populate your page in our electronic Guidebook.
- Sponsorship Opportunities (2 pages)
Consider supporting CLSA through a sponsorship. You can sponsor the keynote, a major address, seminars, and other convention activities, which we will acknowledge in signage and from the podium.
- Hotel Event Space Request (1 page)
This is a new requirement if you plan to host events during the convention. Please complete this form, and we will connect you with our hotel contacts. You also have the option to work with Nix, our meeting planning partners, who will handle all the aspects of your event.
- Convention Registration Form (2 pages)
Please complete this form for each convention attendee, noting the sessions they will attend.

Please review the enclosed documents and return the forms to me at generalsecretary@clsa.org by **August 31, 2026**. PDFs of these forms are also available online [here](#).

If you have any questions or would like any additional information, please contact me directly at (202) 238-1461 or at generalsecretary@clsa.org. We look forward to hearing from you!

Sincerely yours,

Kathleen Butler

Kathleen Butler
General Secretary



88th Annual Canon Law Society of America Convention

Hyatt Regency at the Arch St. Louis, Missouri

October 12-15, 2026

STATEMENT OF POLICY AND GUIDELINES FOR EXHIBITORS

EXHIBITION SCHEDULE

Exhibit set-up begins on Monday, October 12, 2026 at 9:30 am in designated exhibit space.

Exhibit spaces must be completely vacated by 3:00 pm on Wednesday, October 14, 2026.

Exhibit Hours

Monday, October 12, 2026	1:00 pm to 4:00 pm	Attendee Registration
	6:00 pm to 7:00 pm	Opening Reception
Tuesday, October 13, 2026	8:00 am to 9:00 am	Continental Breakfast
	10:30 am to 11:00 am	Morning Break
	4:00 pm-4:30 pm	Afternoon Break
Wednesday, October 14, 2026	8:00 am to 9:00 am	Continental Breakfast
	10:30 am to 11:00 am	Morning Break
	12:30 pm to 2:30 pm	Lunch Break (<i>provided by CLSA</i>)

EXHIBIT SPACE SPECIFICATIONS AND TERMS OF AGREEMENT

The Canon Law Society of America provides exhibit space during the Annual Convention as a service to its members and other attendees. Exhibits are one way of providing information about services or programs that meet the needs of canon lawyers. At its discretion and without necessity of refund, the CLSA reserves the right to refuse space to exhibits that would reflect negatively on canon law or that would not address the needs and interests of members and other attendees.

Space Assignment

Spaces are assigned on a first-come, first-served basis as exhibitor registrations are received. The CLSA reserves the right to reassign or adjust space as deemed necessary for the best interest of the convention. Every attempt will be made to hold food events near the exhibit area.

Exhibit Fees

The fee for an exhibit space is \$500 for a single standard-size table and two chairs. Additional tables may be requested through CLSA for \$100/table. Due to space constraints, additional table requests are on a first-come, first-served basis. The CLSA reserves the right to assign and limit the number of additional tables per exhibitor. If your request for additional tables is not granted, notification and a refund check of any applicable fees will be issued.

The \$500 exhibitor fee includes exhibitor credentials for two people. These credentials provide access to breakfasts and coffee breaks on October 13-15 and attendance at the Opening Reception on October 12. Exhibitors may register additional booth staff for \$90/person. Exhibitor fees and additional staff registrations do not include access to badged events such as convention addresses, seminars, or other events, such as the Wednesday banquet.

Exhibitors are encouraged to participate fully in this event by registering to attend the convention addresses and seminars. Exhibitors who pay in full may register up to two staff members at a discounted convention rate of \$350/person. Please include a convention registration form **for each exhibitor** who will attend the full convention. The full convention brochure and program is available on the [CLSA Convention web page](#).

Arrangement of Exhibits

CLSA will provide a skirted six-foot table, two chairs, a wastebasket, and a company sign. Exhibits and displays must remain within the confines of the exhibitor's display space and may not obstruct aisle space, passageways, and overhead spaces. Posting of advertisements or other signs outside the exhibit's assigned space is prohibited. Distribution of materials is allowed only from the exhibit table. Beyond products and business contacts, exhibitors may not in any way solicit funds from convention attendees, and, except as authorized by CLSA, they may not schedule additional meetings for those attending the convention.

Reservation Deadline and Cancellation Policy

Full payment of all fees is due with your completed Exhibit Registration and Agreement Form by **August 31, 2026**. Exhibit registration fees will be refunded for all cancellations received by August 31, 2026. No refund will be granted to cancellations made after August 31, 2026; however, you may designate a substitute staff person in your stead. After submission, any changes made to the Exhibit Registration and Agreement Form must be authorized by CLSA.

Security and Liability

Security for exhibit materials while on display or in interim storage is the responsibility of the exhibitor. Each exhibitor assumes complete responsibility and liability for loss, damage, and any claims arising out of injury or damage, to the exhibitor's displays, equipment, and other property brought to the hotel and shall indemnify and hold CLSA, and its designated agents and employees, harmless against any loss, damage, or claim arising out of the exhibitor's use of the hotel. The exhibitor may not be held liable for damage or injury occasioned by the negligence of CLSA or the hotel or their designated agents and employees. CLSA's sole responsibility is to permit each exhibitor to use its assigned exhibit space for the purpose, and under the terms and conditions, delineated.

Shipping, Supplies, and Hotel Services

Exhibitors are responsible for transporting materials to and from the convention, setting up/breaking down the exhibit, staffing the table, and making other arrangements related to the exhibit, including any gratuities for services rendered onsite by hotel staff. Exhibitors are to bring their own exhibit supplies, including office supplies and photocopies. Shipping/storage/moving services are through UPS Onsite.

Packages shipped to the hotel should be directed to the hotel and labeled as follows:

Hyatt Regency at the Arch

(Name of Person to Receive Package) - **Do not send to CLSA's attention!**

CLSA Convention

315 Chestnut Street

St. Louis, MO 63102

HOLD FOR ARRIVAL: m/d/y

Packages held for more than five days may be charged a holding fee per package.

Please note: CLSA assumes no responsibility for inbound or outbound shipments.

Electrical and Wifi Services

The exhibit fee does not include hook-ups for electricity, internet, or phone. These costs will need to be directly ordered with the hotel's vendor, Event Now. All orders may be selected [at this link](#).

Other Regulations

Exhibitors agree to comply with all applicable local laws and codes, as well as all of the above terms and conditions.

Agreement

By returning **the signed Exhibit Registration and Agreement Form** (enclosed), exhibitors acknowledge that they have read the "Statement of Policy and Guidelines for Exhibitors," and agree to adhere to the above policies. It is also agreed that this document will be shared with company representatives working onsite.



88th Annual Canon Law Society of America Convention

Hyatt Regency at the Arch, St. Louis, Missouri

October 12-15, 2026

EXHIBIT REGISTRATION AND AGREEMENT FORM

CONTACT INFORMATION

Organization: _____

Contact Person: _____

Address: _____

Email: _____ Phone: _____

☐ We will submit a header graphic (jpg or png) for our Guidebook page. (Size: 640 px wide by 240 px tall)

URL for Guidebook banner link: _____

EXHIBITORS

Please list people who will be staffing your table. The fee covers exhibitor credentials for two people, which includes breakfasts October 13-15, coffee breaks, and attendance at the Opening Reception on October 12. Exhibitors may register additional booth staff for \$90/person. The exhibitor fee and additional staff fee does not include access to badged events such as convention addresses, seminars or other events, such as the Wednesday banquet. Badges will be provided by CLSA.

Exhibitor: _____

Exhibitor: _____

Exhibitor: _____ (Additional \$90)

Exhibitor: _____ (Additional \$90)

CONVENTION ATTENDEES

Up to two convention registration(s) are offered to paid exhibitors at a discounted rate of \$350 per person. A completed convention registration form is required for **each registrant**. This convention registration allows access to seminars and all other badged events. Badges are not transferable.

Registrant: _____

Registrant: _____

Please complete both pages of this form.

PAYMENT SUMMARY AND INFORMATION

For information regarding fees, please refer to the enclosed Statement of Policy and Guidelines for Exhibitors.

AMOUNT	DESCRIPTION
\$ 500	Exhibitor Registration Fee (includes exhibitor credentials for two staff people)
\$	Fee for additional staff (more than two exhibitors) _____ Number of additional staff persons at \$90/person
\$	Fee for <u>additional</u> table(s), contingent on availability _____ Number of <u>additional</u> tables requested at \$100/table
\$	General convention registration fee(s) for _____ number of exhibitors (\$350/person) <i>Please include a separate convention registration form for each participant.</i>
\$	Fee for banquet reservation(s) _____ Number of banquet reservations at \$125/person
\$	TOTAL ENCLOSED

Payment Schedule

Return this completed form with signature and payment by **August 31, 2026** to:

Canon Law Society of America
620 Michigan Avenue NE,
Gowan Hall #200
Washington, DC 20064

*Please note our new address.
We are not responsible for misdirected mail.*

Checks should be made payable to "Canon Law Society of America."

If you wish to pay by credit card (Visa or MasterCard), please call (202) 238-1461 for secure processing or email generalsecretary@clsa.org.

CANCELLATION POLICY

Exhibit registration fees will be refunded for cancellations received **by August 31, 2026**. No refund will be granted for cancellations made after this date. If a designated exhibitor is unable to attend the convention, the exhibitor may send a substitute staff person in his/her stead. Changes to the information submitted on this form must be authorized by CLSA. Contact generalsecretary@clsa.org.

AGREEMENT

By signing this agreement, I acknowledge that I have read the enclosed **Statement of Policy and Guidelines for Exhibitors**. I agree to adhere to these policies and will share this document with those working onsite.

Signature: _____

Date: _____

Name (Printed): _____

OFFICE USE ONLY:

Received: _____ Replied: _____ Amount: _____ Initials: _____ Ck#: _____ App: _____



*... in Christ Jesus the life-giving
law of the Spirit has set you
free from the law of sin and death.
(Rom. 8:2)*

2026 CLSA Convention Guidebook Information

CLSA will provide an exhibitor area in our online Guidebook. All exhibitors can customize a page with a branded graphic, company name, description and link. Please submit this information with your exhibitor information and payment to generalsecretary@clsa.org.

Company name: _____

URL to link to: _____

Company description: *(100-200 words)*

Email your header graphic to generalsecretary@clsa.org

- Must be a jpg or png
- Size: 640 px wide by 240 px tall



88th Annual Canon Law Society of America Convention

Hyatt Regency St. Louis at The Arch, St. Louis, MO

October 12-15, 2026

SPONSORSHIP OPPORTUNITIES

Sponsorship helps the Society defray convention expenses, keeping participant fees affordable while promoting the services of your company or organization.

Sponsors are acknowledged in the onsite reports booklet, which provides attendees with convention details (including the schedule and seminar descriptions). Sponsors are also recognized in CLSA's online Convention Guidebook (with a logo and company information) and signage onsite.

	PARTIAL	FULL SPONSOR
PRE CONVENTION WORKSHOP:		
☐ Understanding Trauma and Supporting Trauma Survivors in Canon Lawyers and Tribunal Staff		\$3,000
☐ The Role of Canon Law and the Canonist in Building a Culture of Safeguarding and Care		
CONVENTION PRESENTATIONS:		
☐ Keynote (Dr. John Slattery, PhD)		\$1,000
☐ Major Address (Most Rev. Bernard Hebda, JCL, JD)		\$1,000
☐ Other Seminar _____		\$600
BREAKFASTS AND LUNCHES:		
☐ Continental Breakfast • Oct. 13, 14 or 15	\$1000 each	\$2,500 all three
☐ Networking Lunch • Oct. 14		\$8,000
☐ Past Presidents Breakfast • Oct. 14		\$1000
RECEPTION:		
☐ Opening Reception • Oct. 12	2,500 (partial)	\$12,000
DINNERS:		
☐ Banquet • Oct. 14	\$2,500 and up	\$15,000
☐ Banquet Wine Service • Oct. 14	\$600 and up	\$2,500
COFFEE BREAKS:		
☐ Oct. 13 (a.m.)	\$500	} \$1000 (all three)
☐ Oct. 13 (p.m.)	\$500	
☐ Oct. 14 (a.m.)	\$500	
WORSHIP AIDS		
☐ Evening Prayer (Monday)	\$500	} \$2000 (all three)
☐ Daily Masses (Sun-Tues + Thursday)	\$750	
☐ Wednesday Installation Mass	\$1000	

Please complete both sides of this form.

Please contact the General Secretary at generalsecretary@clsa.org with questions or for more information.

SPONSOR INFORMATION

Organization: _____

Contact Person: _____

Address: _____

Email: _____ Phone: _____

Name for Recognition (*If different than 'Organization'*): _____

PAYMENT INFORMATION

Total Payment Enclosed (*please be sure your selection(s) are made on front*) \$ _____

Return this completed form with signature and payment by **September 1, 2026** to:

Canon Law Society of America

620 Michigan Ave. NE Gowan Hall #200

Washington, DC 20064

*Please note our new address. We are
not responsible for misdirected mail.*

Checks should be made payable to “Canon Law Society of America.”

If you wish to pay by credit card, please call (202) 238-1461 for secure processing.

Thank you for your generosity!

OFFICE USE ONLY:

Received: _____ Replied: _____ Amount: _____ Initials: _____ Ck#: _____ App: _____



88th ANNUAL CANON LAW SOCIETY OF AMERICA CONVENTION

Hyatt Regency at the Arch, St. Louis, Missouri

HOTEL EVENT SPACE REQUEST

Name of Event/Function: _____

Event Contact Name: _____

Event Contact Phone: _____

Event Contact Email: _____

Onsite Contact Name *(if different)*: _____

Onsite Contact Email: _____

Onsite Contact Mobile Phone: _____

Date(s) of Requested Event: _____ Start Time: _____

End Time: _____

Purpose of Event: _____

(reception, seminar, lunch/dinner, sales meeting, etc.)

Estimated Number of Attendees: _____

Will Nix be planning your event? ☐ Yes *(Fees will apply)* ☐ No

If yes, will you require:

A/V Equipment? ☐ Yes ☐ No

Food & Beverage? ☐ Yes ☐ No

Are you a CLSA Exhibitor? ☐ Yes ☐ No

Are you a CLSA Attendee? ☐ Yes ☐ No

Complete this form and submit it to

Kathleen Butler, CLSA General Secretary

generalsecretary@clsa.org

DEADLINE FOR SPACE REQUESTS: AUGUST 31, 2026

OFFICE USE

APPROVED _____ DATE _____

REGISTRATION FORM

Please complete all fields and print clearly. All fields are required.

Name: _____

Name as it will appear
on your convention badge: _____

City/State or Organization as it will
appear on your convention badge: _____

Email: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

CLSA Member Status ☐ Active/Honorary ☐ Associate
 ☐ Student Member ☐ Non-Member

Is this your first time attending a CLSA Convention? ☐ Yes ☐ No

Will you attend the Banquet? ☐ Yes ☐ No

Please note any dietary restrictions: ☐ Vegetarian ☐ Vegan ☐ Gluten-Free

Are you bringing a guest to the Banquet? (\$125) ☐ Yes ☐ No

If yes, guest name: _____

Guest dietary restrictions: ☐ Vegetarian ☐ Vegan ☐ Gluten-Free

Optional Pre-Convention Workshop (separate fee; see next page)

☐ Understanding Trauma and Supporting Trauma Survivors in Canon Lawyers and Tribunal Staff

☐ The Role of Canon Law and the Canonist in Building a Culture of Safeguarding and Care

Select the seminars you will attend.

Selecting the seminars helps us assign appropriate room sizes for each session.

Tuesday, October 13 11:30 a.m.

☐ A1 ☐ A2 ☐ A3 ☐ A4

Wednesday, October 14 9:00 a.m.

☐ C1 ☐ C2 ☐ C3 ☐ C4

Tuesday, October 13 2:30 p.m.

☐ B1 ☐ B2 ☐ B3 ☐ B4

Wednesday, October 14 2:30 p.m.

☐ D1 ☐ D2 ☐ D3 ☐ D4

Please complete the payment information on the next page.

Payment Information

All payments must be in U.S. dollars.

Cancellation policies can be found on page 13.

	EARLY BIRD REGISTRATION Thru Aug. 31	REGULAR REGISTRATION Sept. 1-30	LATE REGISTRATION After Sept. 30
Pre-Convention Workshop	\$350	\$475	\$575
Convention Registration			
Active/Associate Member	\$525	\$700	\$850
CLSA Student Member	\$375	\$450	\$500
Non-CLSA Member	\$850	\$850	\$850

Printed Convention Workbook* \$13

Guest Banquet Fee \$125/guest

Pre-Convention Workshop Fee \$ _____

Convention Registration Fee \$ _____

Printed Convention Booklet* (\$13/book) ... \$ _____

**Optional: this will be available online to print at home for no cost and will be posted on Guidebook.*

Guest Banquet Fee (\$125/guest) \$ _____

NOT A MEMBER? JOIN NOW & SAVE!

Active Member Dues (\$400) \$ _____

Associate Member Dues (\$400) \$ _____

Student Member Dues (\$175) \$ _____

SUPPORT A FUTURE CANONIST!

Scholarship Fund Donation..... \$ _____

TOTAL PAYMENT ENCLOSED \$ _____



Please note our new address.
We are not responsible for
misdirected mail.

Return your completed form with your payment to
CLSA Convention
620 Michigan Ave. NE Gowan Hall #200
Washington, DC 20064