



CMCA Summit 2023 Exhibitor Information

Thank you for exhibiting at the CMCA 2023 Summit! We are excited to once again host the conference on Wheaton's campus. This will be a great event connecting Christians engaged in correctional ministry! You should receive a good amount of traffic no matter where you are located. Please save this important document for your exhibit questions.

To Mail Materials

If you need to mail your exhibit material, kindly email me first with the quantity of the items you are shipping. If you are sending a few boxes, use the address below:

CMCA Summit
ATTN: Laurel Larson
Billy Graham Hall/Wheaton College
501 College Ave
Wheaton, IL 60187

If there are many large boxes to be delivered, there will be another address we will have to use, but I will need to know this ahead of time.

We ask if you need to ship materials back to you after the Summit, please box up them and provide a pre-paid shipping label for anything you need us to send back to you.

Exhibit Table Location/Set Up

- The Billy Graham Hall (BGH) is located at 500 College Avenue, Wheaton IL 60187 (see map below).
- Guests may park in any **W/C marked space**. East side of BGH has ample parking.
- There's a ramp at the back entrance of the building to easily unload. After you enter the double doors, take the ramp straight all the way down the hallway, and turn left to take the elevator to the 1st floor where the exhibit space will be.
- Please connect with someone at the CMCA table (located outside Barrows Auditorium) when you arrive and before you unload. We have some carts available if you need them.

Exhibit Space:

- Lobby in front of Barrows Auditorium for *Sponsors*
- West hallway for *Preferred Exhibitors*
- Room 121 for *Basic Exhibitors (room with coffee & water)*

Set Up Time

Thursday May 18th from 4pm to 8pm

Friday May 19th from 7am to 8:30am

Please let me know if you are unable to set up at either of these times. On Thursday from 8pm to 10pm the exhibit area will likely be unmanned, so please do not leave valuables in the hallway.

Exhibit Tables

- Exhibit areas will be open **continually** from Friday morning through Saturday afternoon. The event begins 8:45am Friday & ends 3:15pm Saturday: [Summit Schedule](#).
- Make sure to showcase your exhibit table during meal breaks & these longer opportunities:
 - [Friday evening 8-9pm](#) during the dessert time.
 - [Friday 2:45-3:15](#) 30-minute break
- All workshops and plenary sessions are in Billy Graham Hall.

Clean Up

Please clean up your area & arrange ahead of time for any items that need to be mailed back. If there are a few items to mail back, we can deliver them to the post office if you provide a self-addressed/paid label.

Again, thank you for playing an important role in the CMCA 2023 Summit! I look forward to meeting each of you and please do not hesitate to email or call with any questions.

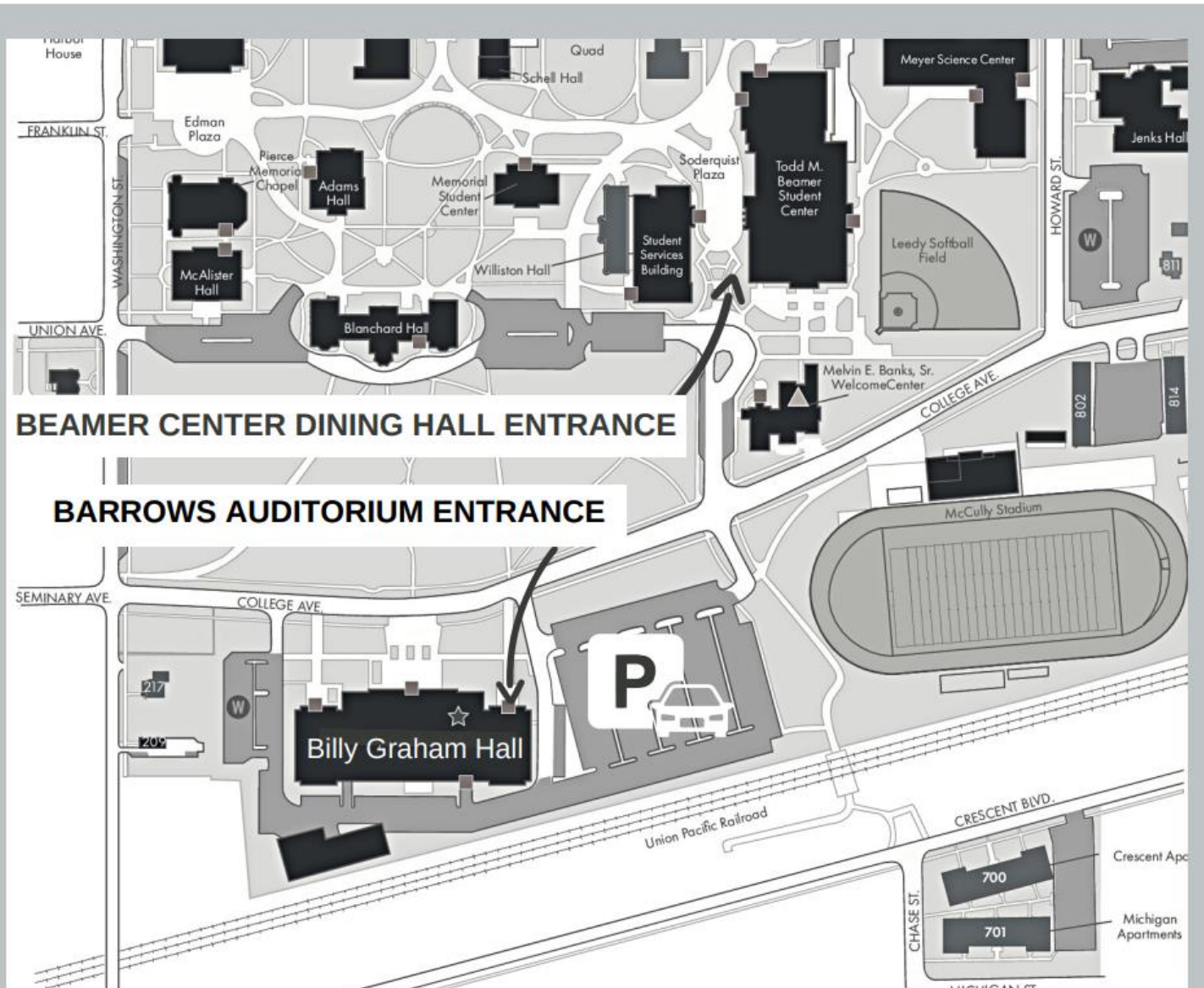
In Christ,

Laurel Larson

CMCA Summit Director

CMCA SUMMIT MEETING SPACE

WHEATON COLLEGE | 501 College Avenue, Wheaton, IL
BILLY GRAHAM HALL | 500 College Avenue



BEAMER CENTER DINING HALL ENTRANCE

BARROWS AUDITORIUM ENTRANCE

Billy Graham Hall

BILLY GRAHAM HALL

- PARKING
- REGISTRATION - Lobby
- EXHIBITS - Lobby/Hallway
- PLENARY - Barrows Auditorium
- WORKSHOPS - Classrooms

TODD BEAMER STUDENT CENTER

MEALS - Dining Hall