

**ANNUAL CONFERENCE 2009
DISPLAY REQUEST FORM
June 10 - 13, 2009**

Date of Request _____

Name _____

Name of Display group or agency _____

Address _____

Telephone _____

Purpose of display _____

Date you will set up your display: _____

Email address to confirm space: _____

Display spaces are for the following:

1. Officially sanctioned boards & agencies of The United Methodist Church
2. Adjunct ministries and advocacy groups

Display spaces are not for commercial sales.

You will be able to set up your display on Tuesday, June 9, 2009 between 1:00 pm and 5:00 pm. Your table will be available to you for set up through Wednesday, June 10, 2009. If you arrive after this date and have not notified the Conference Secretary's Office of a late set up date, the office reserves the right to relinquish your space.

Upon your arrival, all tables will be pre-assigned with the name of each group/agency located on the top of each table. The tables are 6 foot, skirted, and have a table cloth.

We cannot take requests for specific locations within the Convention Center. Electrical outlets are available throughout the entire pre-function area for your use. Please do not move any table or place your display in any space other than the one assigned to your group/agency.

Please complete the form and return it via mail or email to:

Conference Secretary's Office
PO Box 10955
Raleigh, NC 27605
smedlin@nccumc.org
919.832.9560 ext. 222

(office use only)

Conference _____ Adjunct _____

Date received: _____