

IMPORTANT CHANGES TO THE 2008 DISPLAY TABLE REGISTRATION

Please take a few minutes to carefully read through these guidelines prior to completing your Display Table Request Form.

Because God calls us to be good stewards of the resources He gives to us, we have reviewed the costs associated with providing the display tables at Annual Conference. After reviewing these expenses, the Annual Conference has found it necessary to increase the fees as outlined on the Display Request Form.

Please remember that the deadline to submit a Display Table Request is **APRIL 29, 2008**. No requests will be considered after this date.

NORTH GEORGIA ANNUAL CONFERENCE 2008 DISPLAY PURPOSE AND GUIDELINES

PURPOSE:

- Display tables are extensions of reports presented at the annual session of the North Georgia Conference.
- Reports and displays interpret the program ministries of the Annual Conference.
- Priority for display space is given to North Georgia Conference Teams, Commissions, Councils (see Category A). There is no charge per table.
- Second priority is given to North Georgia Conference Extended and Related Agencies (see Category B). There is a charge of \$50 per table.
- If additional display space is available, other associated agencies may submit an application (see category C). There is a charge of \$100 per table. Space is not guaranteed for Category C groups.

GUIDELINES:

1. Only one representative from each group can make request.
2. Display space is assigned according to the priorities listed as Category A, B, C.
3. No display space is available for vendors.
4. No display space is available for District or local church ministries.
5. Only one table and one chair is available for each group's display.
6. Tables are 2.5 feet wide by 8 feet long.
7. Request electrical outlets on the request form; additional charge is applicable.
8. Do NOT attach posters, pictures, lettering etc. to walls.
9. Display must rest safely and with stability on the tabletop and not risk falling.
10. No free-standing displays, easels, stands etc.
11. DSL Internet connection is available at an additional charge. Non-secure wireless Internet connection is available at no charge.

Display set-up begins at the Classic Center on **Monday, June 16, 2008 from 12:00-2:00pm** and continues on **Tuesday, June 13, 2008 at 8:00am**.

All displays MUST be removed by 10:00am Friday, June 20, 2008.

Display Request Form

North Georgia Annual Conference
The Classic Center – Athens, Georgia
June 16-20, 2008

Name of Group or Agency: _____

Person(s) setting up display: _____

Address: _____

Phone: _____ Fax: _____

Cell Phone: _____

E-mail Address: _____

Signature: _____

DISPLAY TABLE FEES

Category A	Free
Category B	\$ 50.00
Category C	100.00
Electrical Connection	\$ 10.00
DSL Connection	150.00
<i>Unsecured</i> Wireless Connection	Free

Request Deadline: APRIL 29, 2008. *No requests considered after this date.*

Mail form and check to: Rev. Terri Hoye
Norcross First UMC
2500 Beaver Run Road
Norcross GA 30071-4113

Confirmations sent by MAY 20, 2008.

Category: _____ # Tables _____ Table Cost \$ _____
Electricity Y/N If yes, \$ _____
DSL Connection Y/N If yes, \$ _____

TOTAL DUE \$ _____

Please make checks payable to "North Georgia Annual Conference"