

REQUEST FOR DISPLAY SPACE/MEETING ROOM
VIRGINIA ANNUAL CONFERENCE
Berglund Center, Roanoke, VA – June 19 – 21, 2015

Fees:

- \$20.00 per 8' table (Note: Neither draping nor skirting will be provided.)
- \$35.00 per electrical outlet (duplex receptacle)
- Inquire as to the cost of a Wireless Internet connection

Checks are made payable to Virginia Conference UMC and mailed to the Coordinator's address (*see below*).

Board or Agency _____

Space needed (check one) **Display** **Room** **Date(s)** _____ **Time:** _____

Tables/Chairs Needed **# of Tables Needed** _____ **# of Chairs Needed** _____

Other Requests **Electrical** **Internet Connection** **Phone Line**

Other _____

Requested by

(Name)

(Address)

(City, State, Zip)

(Phone Number)

(E-mail Address)

Important:

- Only officially recognized boards and agencies of the Virginia Annual Conference are allowed to display, including the Virginia Conference Credit Union.
- Agencies which currently receive funds from Virginia Annual Conference benevolence and grants are allowed to use display space.
- The purpose of the display is to promote and communicate the ministry responsibility of the organization.
- Outside organizations may not display under the auspices of a recognized group.
- No 'for profit' sale of items at display tables; i.e. all proceeds must support the mission of the organization.
- Due to space constraints, no late requests will be honored.
- Food and beverages are prohibited per guidelines of the Berglund Center.

Mail to: **Rev. Joanna Paysour, 4505 Hazel Dr., Roanoke, VA 24018**

Email: JoannaPaysour@vaumc.org Phone: 540-989-3673

DEADLINE: May 10, 2015