REQUEST FOR DISPLAY SPACE/MEETING ROOM
VIRGINIA ANNUAL CONFERENCE
Hampton Roads Convention Center, Hampton, VA – June 16-18, 2017

Fees:
• $20.00 per 8’ table (Note: Neither draping nor skirting will be provided.)
• $35.00 per electrical outlet
• 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)

□ paying by check (enclosed)  □ paying by internal transfer of funds

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.

Please print and mail form and check to: Rev. Eric Vaudt, Fox Hill Central UMC, 501 Beach Road, Hampton, VA 23664. If you have questions, you may contact Eric by email: EricVaudt@vaumc.org or phone: 757-759-7484.

DEADLINE:  May 15, 2017