

REQUEST FOR DISPLAY SPACE

56th ANNUAL MEETING

“ALIVE IN CHRIST – Re-Visioning Key Vital Signs”

PENN CENTRAL CONFERENCE UCC

June 8-9, 2018

SUSQUEHANNA UNIVERSITY

Selinsgrove, PA



NAME OF ORGANIZATION: _____

Display Guidelines Attached.

PERSON RESPONSIBLE FOR SETTING UP AND TAKING DOWN DISPLAY:

NAME: _____

ADDRESS: _____

TELEPHONE: _____ **e-mail address:** _____

NOTE: Displays are to be set up between 9:30 a.m. – 12 noon, Friday, June 8. Displays are to be left up through Saturday, and taken down no later than 7:30 p.m. Saturday, June 9. **We ask that you be sure to have a representative at the table to greet visitors especially during these times: FRIDAY 6:30 – 8:00 pm as well as SATURDAY 10 am.-Noon, and 2:00 – 3:30 pm.**

DO YOU NEED AN ELECTRICAL OUTLET? YES ___ NO ___

Note: We will do our best to accommodate requests for an outlet.

One 6' to 8' table will be made available to you.

OTHER: _____

Please return completed form by APRIL 10, 2018 to:

Wendy Hepler
Penn Central Conference-UCC
900 South Arlington Avenue, Room 227A
Harrisburg, PA 17109

On-line registration is available at www.pccucc.org – “Annual Meeting”

Guidelines

Display Presentations at Conference Annual Meeting

Thank you for your interest in presenting a display at the Penn Central Conference Annual Meeting. Here is information you may find helpful.

Policy Directive *PD-2006-1*, *Display Presentations at Conference Annual Meeting*, approved by the Board of Directors of the Penn Central Conference, provides the basis for all information and requirements presented in these Guidelines.

Preference will be given to displays of entities with an historic tie to the Penn Central Conference, for example our special missional partners and our own commissions, ministries, and committees.

A display may not recommend or lift up a purpose that is inimical to the mission and purposes of the Penn Central Conference of the United Church of Christ, including but not limited to recommending alternate structures, mission giving, and/or search and call services.

Persons or Organizations requesting to present a display at the Penn Central Conference Annual Meeting must submit a written request to the Conference Office.

Your written request must include a paragraph or two telling about whom you represent, and a general idea what the content of your display will include. In describing or explaining your display you should:

- tell who the display is intended for
- describe what you hope to accomplish in your display
- tell us whether the display will be staffed part or all of the time
- tell who will be responsible for set-up and tear down of your display

Display requests should be submitted to the Penn Central Conference Office as early as possible but no later than April 10.

Penn Central Conference Office administrators will refer all displays to a committee, commission or ministry of Penn Central Conference for endorsement.

The Penn Central Conference does not generally pay honoraria or expenses for Persons or Organizations bringing or presenting displays. The exception is a display being presented by key resource people who are given honoraria or expenses for participation in the entire annual meeting. In certain cases, a committee, commission or ministry may decide to take funding from their regular budgeted line item to pay expenses for a Person or Organization bringing a display of particular interest.

Along with these Guidelines, you have been provided a Form that asks you to describe your space and other needs. Please return this Form with your written request. For displays, we ask that you bring your own equipment, including extension cords or other electronic needs. We will do our best to locate you near an outlet if one is needed.

If your display requires staffing, please check the agenda or check with a staff member to find out what times the display area will be open. The Penn Central Conference will endeavor to offer a secure environment, including locking display areas when they are not open. However, we can offer no guarantees, and urge you to be attentive to your own display in appropriate ways.