

# 2019 Annual Conference Display Information

Hy-Vee Hall A | Des Moines, Iowa

June 8 - 11 2019

## Who Can Display

The organizations eligible to display are those listed in our Organizational Structure, beginning on page 16 of the 2017 Iowa Conference Journal. Other groups and commercial vendors may be included by approval of the Sessions Committee. All displays will reflect the approved programs, policies, and positions of The United Methodist Church. It is recommended that displays be coordinated with the 2019 Conference Session theme:

**THEME: "Creating Difference Makers: Ministry with the Poor"**

## Location of Displays

All displays will be located in Hall A in Vet's Auditorium, which will also house the food court. The displays will be laid out in aisles much like a grocery store and each space will be framed by the metal tubing and draperies. **Each display and contents should be contained within the 10'x10' space and should not protrude into the aisles.** You will be informed of the location of your display upon arrival.

## Description of Displays

Displays are 10' x 10' in size and defined by metal tubing and drapery. The side framing is approximately 3' in height and the back framing is 8' in height. Each display space comes with one 6' x 30" table that will be skirted on three sides but not covered, two chairs, an identification sign, and one wastebasket. See pricing guide on page two for costs and optional features.

## Set Up

Displays may be set up 8:00 a.m.—5:00 p.m. on Friday, June 8th. A supervisor from the Iowa Events Center will be present to answer questions. You may also set up any day during the Conference, thereafter, beginning at 8:00 a.m.; however, a supervisor may not be available. It is recommended that loading and unloading of display materials happen at the West Loading Dock (see map). You may pull up and unload but you cannot park at the loading dock. Utility carts will be available at the loading dock.

## Tear Down

The Annual Conference Session is scheduled to conclude at 4:00 p.m. Tuesday, June 11th. Tear down and removal of displays **MUST** be completed by 5:00 p.m. on June 11th.

## DOs and DON'Ts for Displays

- ◆ **NO** open flame or flammable materials such as foam insulation board are permitted.
- ◆ **NO** beverages, food, candies, or nuts of any kind are permitted.
- ◆ Wall or pillar electrical outlets **cannot** be used.
- ◆ Extra chairs will be available on a dolly in the display area. Chairs are **NOT** to be taken from the food court.
- ◆ Do **NOT** use adhesive on any chairs, tables, windows, walls, etc. You may not pin, tape, or fasten anything to the draping.

## Display Space Selling Policy

Commercial displays may sell items and take orders. **Traditional Displays must request to sell or take orders to the Sessions Committee by Friday, April 19th.** Please submit your request in writing along with your registration and payment. Electricity (two plug-ins) is available for each display, if requested. See page two for cost. Wireless connection is free. It is paid for by the Sessions Committee (your computer must have this capability). There is a charge for ethernet and phone lines. **TV/VCR/DVD players are not available, but you may bring your own.**

**Order Form & Payment Instructions**

*Requests to be near other displays will be accommodated, if possible, but cannot be guaranteed.*

◆ For proper processing, orders and payments must be RECEIVED no later than Tuesday, May 7th.  
Mail to DeeDee Sobotka at the address below.

- ◆ Information can be dropped off at the Conference Center as well as being mailed in.
- ◆ The space size available is 10' x 10.' To have a display of any kind, you must request a space.
- ◆ If you desire confirmation that your request has been received please make sure your e-mail address is below.

Organization Requesting Space \_\_\_\_\_

Contact Person \_\_\_\_\_

Address, City, State, Zip Code \_\_\_\_\_

Phone with area code \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Pricing Guide**

**These are Session rates—NOT daily rates.**

- 10' x 10' display space (required) \$30.00
- \_\_\_ Number of tables — one is free, others are \$18.50 each
- \_\_\_ Number of chairs — limit of two chairs **No Charge**  
(other chairs available on a dolly)
- Electricity (two plug-ins) \$40.00
- Phone line \$150.00
- Ethernet (wired connectivity) \$200.00
- Wireless connection  
(your computer must have this capability) **No Charge**

Total \$ \_\_\_\_\_

Method of Payment:  check  voucher

Make check or voucher payable to: ***Iowa Annual Conference***

Mail to: **DeeDee Sobotka**  
**2301 Rittenhouse St.**  
**Des Moines, IA 50321**