



## EXHIBITS AND MISSION FAIR NORTHWEST DISTRICT CONVENTION JUNE 22-24, 2006

### Information and Guidelines

#### GENERAL INFORMATION:

1. The Exhibits and Mission Fair will be located in the D meeting rooms (lower level) at the Oregon Convention Center.
2. All displays and exhibits need to be attractive, be “manned”, have handouts, if possible, and be festive.
3. A 2' x 8' draped table per space requested will be provided.
4. The District Convention Committee will make the final assignment of the display locations, on June 6th. If you need to know the location in advance, contact Nikki Goettle at (503) 288-8383 extension 130 or 1-888-693-5267.
5. The applicant must provide their own audiovisual equipment. If extension cords are needed the Oregon Convention Center will provide taping to hold down these cords. Nothing may be displayed on walls. You may hang items on drapery in your booth area.
6. Convention is scheduled to end around 12:30 p.m. on Saturday, June 24<sup>th</sup>
7. The applicant is responsible for his/her own display set up and takedown.

Set up time: Thursday, June 22, start at 7:00 a.m.  
Exhibit Opens: June 22, 11:00 a.m.  
Exhibits Close: Saturday, June 24, 12:30 p.m.  
Take down time: Saturday, June 24, by 2:00 p.m.

All applications and fees are to be sent to the District Office, Attention: Nikki Goettle, no later than **May 14, 2006**.

## **FEES**

Each 8' exhibit space requested \$90 per space

### **Lodging**

Double Occupancy	\$56.00 per night
Single Occupancy	\$112.00 per night

Late fee \$50 (if space available)  
(for applications received after May 14, 2006)

## **CONTENTS**

The nature and theme of the display and related literature must be Lutheran related, non-controversial, non-divisive, and not contrary to the purpose or program of the Northwest District - LCMS.

Any display, literature, or material to be distributed, of a non-LCMS organization, must be submitted to the District Office by May 14th and have approval for participation prior to the convention.

### **Sale of Service or Products**

Only services or products that serve Lutherans and Christians individually and corporately are non-controversial, non-divisive, and not contrary to the purpose or program of the Northwest District - LCMS, may be made available for commercial sale.

All organizations or individuals selling a product or service must receive approval for the sale of the product or service prior to the convention – sample must be turned in no later than May 14, 2006.

### **Review/Approval/Non-approval**

The convention committee reserves the right to refuse any organization or individual to display at the convention if the exhibit or material to be displayed, is not as had been presented on the application, had not received prior approval when required, or material other than which had received approval.

The review of the displays will be made by the Convention Committee. Their decision will be final.