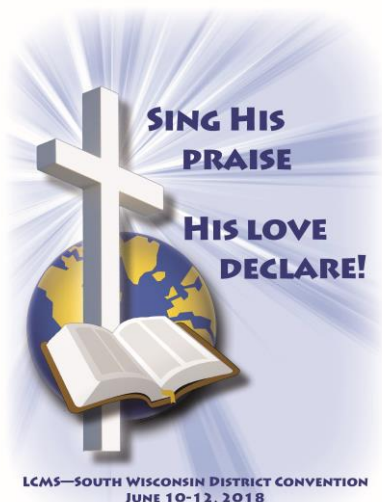


SOUTH WISCONSIN DISTRICT CONVENTION THE LUTHERAN CHURCH-MISSOURI SYNOD

June 10-12, 2018

CONCORDIA UNIVERSITY MEQUON, WISCONSIN



- EXHIBITOR INFORMATION SHEET -

- Booth Information:** Booths will be rented to organizations, groups, and firms by invitation only on a first come-first served basis. Each exhibitor will be provided a 10' x 8' deep display area. Charges for one space in the field house is \$125.00 and \$80.00 for each additional space. Curtained backdrops 8' high and 3' high draped separator rails will be provided. Each booth will be provided with one 2' x 8' table and two folding chairs.
- Electrical Hookup:** For exhibitors using audio-visual equipment, an electrical power source for up to 600 watts, 110 volt (single phase) can be provided for an additional charge of \$25.00. You will need to provide your own extension cords.
- Booth Signs:** Each booth will be provided a 7" x 44" identification sign. The exhibitor is responsible for providing the exact wording for the sign. Space is provided on the online rental application form for the information. The sign is limited to one line.
- Booth Hours:** The exhibitors' area will be open on Sunday, June 10, from 12:00 noon to 9:00 p.m., Monday, June 11, from 8:00 a.m. to 9:00 p.m., and Tuesday, June 12, from 8:00 a.m. to 12:00 noon.
- Exhibit Area:** All exhibits will be set up in the University Field House. A map will be included with the confirmation of your reservation.
- Set Up Time:** Exhibitors may begin setting up their displays anytime between 9:00 a.m. and 4:00 p.m. on Friday, June 8. **You will not be able to set up displays on Saturday, June 9.** You may set up displays on Sunday, June 10 beginning at 12 noon. The convention will commence at 4:00 p.m. with an opening worship service. Official proceedings begin at 6:30 p.m.
- Take Down Time:** The convention will conclude at approximately 12:00 noon on Tuesday, June 12. All materials must be removed from the exhibit area after 12:00 noon and before 4:00 p.m. on Tuesday, June 12.
- Parking:** There is no special parking available for exhibitors. University parking spaces are ample and parking should not be a problem.