

# Peninsula-Delaware Conference

## Annual Conference Display Area



c/o Rev. Dr. Rick Vance

General Commission on United Methodist Men

1000 17<sup>th</sup> Ave. S., Nashville, TN 37212

615-620-7277

E-mail [annualconference00@yahoo.com](mailto:annualconference00@yahoo.com)

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February 2018

To: Annual Conference Participants desiring space and accommodations for displays, programs, and/or events

From: Annual Conference Display Area

Greetings in the name of our Lord and Savior, Jesus Christ. Our Annual Conference will be held at the University of Maryland Eastern Shore in Princess Anne, Maryland on May 31 – June 2, 2018.

The Theme will be: Leading as followers of the way. Annual Conference provides the opportunity for your Board, Commission, Team, Agency and/or Task Force to tell your story of ministry and mission. With another change of venue, there are still some details the need to be worked out; however, the display area will be in the area where sessions of the conference will be held.

Rev. Dr. Richard Vance will again handle the display reservations. Please note his **contact information** on this letter and on the display request form that accompanies this letter.

As in the past, the tables are on a first come, first served basis so please let us know n know by sending your form to arrive no later than **Monday, March 26<sup>th</sup>**. **There is again a \$25 charge for display. Checks are to be made payable to “The Peninsula-Delaware Annual Conference.”**

Security during the event will be light so use of electronic equipment and other materials that are left unattended is at your own risk. At this point we are unsure about the availability of electric and there may be a usage charge. More information will follow. Requests to be placed next to another group/agency and wall space will be accommodated if at all possible. Please also note that only TV and computer monitors may be used in the display area. *LCD projection on walls or screens will not be permitted.*

All participants will be responsible for the setup of your tables as well as breaking them down. The person designated on the attached request form will receive communication at least two weeks prior to Annual Conference indicating the time that the tables will be ready as well as the time when all materials should be removed from your display area. Any materials not removed by the designated time are subject to disposal.

Please complete and return the request form no later than **Monday, March 26<sup>th</sup>** to Rev. Dr. Rick Vance, c/o General Commission on United Methodist Men, 1000 17<sup>th</sup> Ave. S., Nashville, TN 37212, or e-mailed to [annualconference00@yahoo.com](mailto:annualconference00@yahoo.com). Please include – “Attn: Display Requests” on any correspondence. Please direct any questions to Rev. Vance at 615-620-7277.

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*The Peninsula-Delaware Conference will live out the life and teaching of Jesus Christ – boldly, cooperatively, and inclusively – through life changing communities of compassion.*

# 2018 ANNUAL CONFERENCE DISPLAY REQUEST

**NAME OF AGENCY, BOARD, COMMISSION, TEAM** \_\_\_\_\_

*(Please note: if you are not representing a conference recognized group/organization, you must have the permission of one of our Teams to be your sponsor)*

**SPONSORING TEAM** \_\_\_\_\_

**SPONSOR REPRESENTATIVE** \_\_\_\_\_

*(Please include name and contact phone number/e-mail address of person from Team)*

## **REQUESTS FOR DISPLAY SPACE (1 Table Only @ \$25.00)**

\_\_\_\_\_ ELECTRIC OUTLET *(please indicate with yes or no Note: There will be a fee)*

\_\_\_\_\_ DUE TO YOUR DISPLAY SIZE, DO YOU WISH FOR YOUR TABLE TO BE AGAINST A WALL?  
*(please indicate with yes or no)*

\_\_\_\_\_ DO YOU WISH TO BE NEXT TO (CLOSE TO) ANOTHER GROUP? IF YES, WHO?  
\_\_\_\_\_

**Note:** TV/VCR equipment will not be furnished. As stated in the letter, security will be at a minimum so it is strongly suggested that you not plan on any electronic equipment for your display. Please note that only TV, and computer monitors may be used in the display area. ***LCD projection on walls or screens will not be permitted.***

*Note: A few chairs will be on hand in the display area. If you would like a chair at your display table, you can ask the person when you check in with your display materials.*

**CONTACT NAME** \_\_\_\_\_

**CONTACT DAYTIME PHONE NUMBER** *(please include area code)* \_\_\_\_\_

**CONTACT PHONE NUMBER (Cell)** *During Annual Conference Sessions* \_\_\_\_\_

**CONTACT ADDRESS** \_\_\_\_\_

**CONTACT E-MAIL ADDRESS** \_\_\_\_\_

Detailed information regarding set up and take down of display area, hours of building operation, etc. will be emailed out to the contact person listed above prior to the start of the Annual Conference.

Thank you for your prompt attention to this document. We look forward to our time together at Annual Conference and seek your prayers as we continue to plan. May the Lord bless you richly in your service and ministry.

**Please use the following contact information to return your requests.**

Rev. Dr. Richard Vance, c/o General Commission on United Methodist Men

1000 17<sup>th</sup> Ave. S., Nashville, TN 37212

“Attn: Display Requests”

or e-mail to [annualconference00@yahoo.com](mailto:annualconference00@yahoo.com)

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