



**The 123rd Convention of
the Episcopal Diocese of
Colorado
October 7 – 9 2010**



**Exhibitor Information
Packet**

Dear Friends:

The 122nd annual convention of the Episcopal Diocese of Colorado will be held at **Hyatt Regency Denver Tech Center**, 7800 East Tufts Avenue, Denver, Colorado, 80237. This two-day event will be held from Friday, October 8th through Saturday afternoon, October 9th. We expect approximately 600 delegates and visitors to be in attendance.

Informational Booths: these are ministry related booths that are intended for developing awareness, distributing information, and responding to inquiries. Booth size: 8' wide and 8' deep. It includes one 6' skirted table, two chairs and one trash can. Cost = \$100 plus extras (see below). These booths will NOT be permitted to sell items or supply food. Meals, seminars, etc. are *not* included (please register as a "visitor" if you wish meals or to attend seminars). PLEASE NOTE – space for these booths is *very* limited.

For more information please contact Meg Stern at mstern@coloradodiocese.org or 303-837-1173

We encourage you to read through this packet and complete the attached **Registration Form** as soon as possible to reserve space for the 2010 Convention. **The deadline for registration is September 3rd 2010 at 4:00pm.** Registrations and additions/changes received after that time will be subject to a 20% late fee. Please understand that due to limited space we cannot guarantee booth space to all who apply

We look forward to your participation in the success of the 123rd Diocesan Convention.

Return application and payment to:
The Episcopal Diocese of Colorado
1300 Washington St.
Denver, CO, 80203
(checks payable to *The Episcopal Diocese of Colorado* with "convention booth" in memo line)

123rd Convention of the Episcopal Diocese of Colorado

October 7-9 2010

Hyatt Regency Denver Tech Center, 7800 East Tufts Avenue, Denver, Colorado, 80237

Exhibitor Booth Registration Form

We are welcoming applications for exhibit booth space at the 123rd Convention of the Episcopal Diocese of Colorado. We will have one type of booth this year:

informational booths. We are happy to receive applications – please understand that due to very limited space we cannot guarantee booth space to all who apply.

DEADLINE: **September 3rd 2010**

Informational Booths: these are ministry related booths that are intended for developing awareness, distributing information, and responding to inquiries. These will be on the main Convention floor, surrounding the convention floor and will not be open during seminars/workshops. These booths will need to be in “quiet mode” during General Sessions (no videos, music, or loud talking). Due to limited space we encourage you to share booth space with another group.

Booth size: 8’ wide and 8’ deep. It includes one 6’ table and two chairs. Cost = \$100 plus extras (see below). These booths will NOT be permitted to sell items or supply food.

Meals, seminars, etc. are *not* included (please register as a “visitor” if you wish meals or to attend seminars).

For more information please contact Meg Stern @ 303-837-1173 or mstern@coloradodiocese.org.

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Booth Schedule

Thursday, October 7th 2010

1:00 – 5:00pm Booth set-up

9:00 – 10:30pm Reception

Friday, October 8th 2010

7am – 5pm – all booths may be open. Informational booths, which will be in the same area as the general sessions, must be in quiet mode when sessions are in progress.

Saturday, October 9th 2010

7:00am – 3pm - all booths may be open. Informational booths, which will be in the same area as the general sessions, must be in quiet mode when sessions are in progress.

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Exhibit Booth Application

DEADLINE: September 3rd 2010

Information Booth (\$100)

Group Name:
Contact Person(s):
Mailing Address:
Phone #'s:
Email:
Special Needs:

Computer Hard Line (\$75 per day)	\$
High Speed Internet (\$70 per day)	\$
Electrical (110V = \$75 per day; 220V = \$100 per day)	\$
Extra chairs (\$10 each per day)	\$
Extra Tables - not available - only one table each.	\$
TOTAL	\$

Payment: \$ _____ is attached.

Payment must accompany this registration form.

Make checks payable to **The Episcopal Diocese of Colorado.**

Note: New registrations received after 4:00 pm September 3rd 2010 will be charged a 20% late fee and cannot be guaranteed a space.

Signature:

Printed Name

Title

Signature

Date