

APRIL 27, 2018 – DEADLINE FOR SUBMISSION
(MARCH 15, 2018 – Deadline for inclusion in Book of Reports)

Group _____

- Check one: Official Holston Group/Office/Organization/Ministry
 General UM Agency Affiliated UMC Organization or Caucus
 Other (Please specify relationship to Holston Conf. _____)

Contact Person _____

Address _____

City _____ State _____ Zip _____

Email Address _____ Preferred Phone _____

Choose only ONE of the options below:

1) Indoor Display:

- Whole Table or Half Table Do you need access to an electrical outlet? Yes No
[NOTE: Access to electricity is extremely limited.]

OR

2) Outdoor Display:

- Do you need access to an electrical outlet? Yes No
[NOTE: Limited outdoor space around Stuart Auditorium—space will be assigned at random;
non-selected groups will have display space inside Harrell Center Auditorium.]

I have read and agree to the Displays Policies.

Signature _____

Office Use Only: Received _____ / _____ / _____

Space Assigned: _____

Return application by April 27 to Charlotte Riggins:
(return by March 15 for inclusion in Book of Reports)
Email: charlotteriggins@holston.org
Fax: (865) 690-3162
Mail: Holston Conference, ATTN: Charlotte Riggins,
PO Box 850, Alcoa, TN 37701

Holston Annual Conference Displays Policies

Purpose of Displays

Displays facilitate the ability of conference members to connect with groups who have information to share on their ministry. Displays are provided to encourage conference members to learn more about the resources that are available through the wide variety of agencies and ministries in the annual conference.

Requesting Space and Obtaining Permissions

- Forms requesting display space must be submitted to the Annual Conference displays coordinator by **April 27, 2018**. (Deadline for inclusion in the Book of Reports: **March 15, 2018**)
- The Annual Conference displays coordinator has the discretion to approve all displays and set and publish guidelines for display space assignments.
- In the event content is deemed to be inappropriate, it will be removed.
- Groups officially recognized by and/or related to The United Methodist Church may request display space. Each group requesting space must agree to use their display area in accordance with the purpose statement in this document. Groups “officially recognized by” or “related to” The United Methodist Church include the following:
 - Approved Advance (Conference or General) Specials
 - Ministries included and approved in the Conference budget
 - Ministries which are initiated, supervised, and housed within a local United Methodist church or local United Methodist Church-owned facility within the boundaries of the Holston Conference
 - University Senate-approved seminaries
- Because of limited space no commercial vendors are allowed without special approval of the Annual Conference displays coordinator.
- No group will be allowed to place signs, displays, or vehicles on convention center property without the permission of the Annual Conference displays coordinator.
- Only one display space will be provided per group.

Size and Location of Space

- The amount of space available for displays is limited, and access to electricity is extremely limited.
- Each group setting up a display must agree to keep their display within the space allotted and not to encroach onto the display space assigned to another group.
- Display spaces are assigned to specific locations, and groups setting up displays cannot move their display to another location.
- Space assignments may be rotated from year to year to allow all groups the opportunity to use those spaces that are considered prime locations.
- For groups requesting outdoor space around Stuart Auditorium, one 6 ft. table and two chairs will be provided. Electricity is provided if requested. Tents are not provided; however, groups may bring their own (10' x 10' maximum size).

Set Up and Tear Down

Set up will be **Sunday, June 10, after 2 PM**. Tear down will be no later than **9 PM on Tuesday, June 12**.

Exhibit Hours

Groups are encouraged to have their display space manned during high traffic times (i.e., registration, meals, and break times). Please refer to the Annual Conference Book of Reports for the full schedule of plenary sessions, worship times, and special events.