

2023 GUIDELINES FOR DISPLAYS

The purpose of a display is to promote and provide information on the ministry goal of an organization whose resources aid local churches and community ministry.

Who is allowed to request a display? Displays will be allowed by officially recognized boards, committees, United Methodist related institutions, institutions and/or programs that have received grant funding from the United Methodist Conference and select non- and for-profit groups determined by the Displays Committee.

What can a display have? Displays can contain, but are not limited to the following items:

- Display boards
- Banners, must be independently secured
- Visual Aids
- Brochures or Pamphlets
- Business/ Information contact cards
- Giveaways
- Ministry related for-sale items (Albs, robes, stoles, books, etc.)

What can a display NOT have? Displays are not permitted the following:

- No food or beverages may be sold or given away
- Signs that are attached to poles or wall surfaces of the contracted facility
- Displays can not be left unattended

How do I request a display area? Anyone that would like to submit an application for a display space should do so using the online form found here: <https://na.eventscloud.com/746103>. All applications are due by 04/21/2023. NO LATE APPLICATIONS WILL BE CONSIDERED. Based on the space and resources, display approvals will be given by the Display Committee. The Display Committee reserves the right to deny any application. A table will be assigned in the display hall at the contracted facility. TABLES MAY NOT BE MOVED FROM THE SET LOCATION WITHOUT PERMISSION FROM THE DISPLAY TEAM.

What is provided if my application is approved? Each application, regardless of the size of the committee, board, organization, will only receive ONE table and ONE outlet. If you are an individual requesting a display space (ex: a ministry coach), you may be required to share the space with another individual. All other decorations and tech needs are the responsibility of the applicant.

What is the cost? How do I pay? The cost, should your application be approved, is \$20 per table needed, \$45 if you need electricity. Payment will be taken at the time your application is submitted. If your application is denied, payment will be refunded.

If you have any logistical questions, please contact Joanna Paysour at JoannaPaysour@vaumc.org If you have any administrative questions, please contact Connectional Ministries at KatieMueller@vaumc.org.