

REQUEST FOR DISPLAY SPACE/MEETING ROOM
VIRGINIA ANNUAL CONFERENCE
The Berglund Center, Roanoke June 20-22, 2019

Fees:

- \$20.00 per 8' table (Note: Neither draping nor skirting will be provided.)
- \$45 per electrical outlet (duplex receptacle)
- Inquire as to the cost of a Wireless Internet connection

Checks should be made payable to Virginia Conference UMC and mailed to the Coordinator's address (see below).

Board or Agency _____

Space needed (check one) Display Room **Date(s)** _____ **Time:** _____

Tables/Chairs Needed # of Tables Needed _____ # of Chairs Needed _____

Other Requests Electrical Internet Connection Phone Line

Other _____

Requested by

(Name)

(Address)

(City, State, Zip)

(Phone Number)

(E-mail Address)

paying by check (enclosed) paying by internal transfer of funds

Important:

- Only officially recognized boards and agencies of the Virginia Annual Conference are allowed to display, including the Virginia Conference Credit Union.
- Agencies which currently receive funds from Virginia Annual Conference benevolence and grants are allowed to use display space.
- The purpose of the display is to promote and communicate the ministry responsibility of the organization.
- Outside organizations may not display under the auspices of a recognized group.
- No 'for profit' sale of items at display tables; i.e. all proceeds must support the mission of the organization.
- Due to space constraints, no late requests will be honored.
- Food and beverages are prohibited per guidelines of the Berglund Center.

Please *print and mail* form and check to: Rev. Jennifer Fletcher, Blacksburg UMC, PO Box 931, Blacksburg, VA 24063-0931. If you have questions, you may contact either Jennifer or Joanna Paysour: JenniferFletcher@vaumc.org, 540-552-5424. JoannaPaysour@vaumc.org, 540-989-3673.

DEADLINE: MAY 15, 2019