

Memorandum

To: Potential Display Agencies/Ministries at the 2018 Indiana District Convention

From: Indiana District-LCMS

Re: Displayers for the 2018 Indiana District Convention

DATE: June 14-15, 2018

LOCATION: Grand Wayne Convention Center, 120 W. Jefferson Blvd., FTW

DISPLAY TIMES: Thursday, June 14 from 9:00 a.m. to 5:00 p.m.
Friday, June 15 from 8:00 a.m. to 1:30 p.m.

SET UP TIME: Wednesday, June 13 – 3:00 p.m. to 6:00 p.m.
Thursday, June 14 – 7:00 a.m. to 8:30 a.m.

TAKE DOWN: Friday, June 15 – after 1:30 p.m.

TABLES: All tables will be 8 feet, covered and skirted

COST: \$50 per table plus \$25 for electricity

SECURITY: Display room will be locked from 6:00 p.m. Thursday until 7:00 a.m. Friday. The exhibitor assumes entire responsibility and liability for losses, damages, and claims arriving out of injury/damage to exhibitors, displays, equipment and other property brought into the Grand Wayne Conference Center. Nothing shall be posted, nailed, screwed or otherwise attached to walls, floors, furniture or other parts of the building.

REGISTRATION: Please submit attached form with payment.

Space is limited, reservations will be on “First Come First Serve” basis.

The Indiana District-Lutheran Church Missouri Synod reserves the right to decline or prohibit any exhibit or part thereof which in its opinion is not in keeping with the character of the convention.

If you have any questions, email nancy.losher@in.lcms.org or call the District Office at 260-423-1511, ext. 2208.

Indiana District of The Lutheran Church - Missouri Synod

Convention Display Application

June 14 – 15, 2018

The Indiana District-Lutheran Church Missouri Synod reserves the right to decline or prohibit any exhibit or part thereof which in its opinion is not in keeping with the character of the convention.

Company or Display Title: _____

Company City & State _____

Number of 8-foot tables requested _____ x \$50 per table \$ _____

Tables will be skirted with cover, a chair provided and an 8 x 11 inch sign

Electricity required? \$25 Fee \$ _____

Meals are available at the convention

If you are also a voting or advisory delegate, use the Convention Registration Form to order your meals as they will be covered by your congregation assessment.

Lunch, Thursday June 14 Number of meals _____ x \$20 \$ _____

Dinner, Thursday June 14 Number of meals _____ x \$30 \$ _____

Box Lunch, Friday June 15 Number of meals _____ x \$20 \$ _____

Total Fee..... \$ _____

Make checks payable to: Indiana District –LCMS

Housing: A block of rooms is available at the Fort Wayne Hilton for \$124 per night plus tax. **You must make your own reservation by May 13.** You will be responsible for the reservation and all incidentals. Parking is not included with a hotel room. Parking is your responsibility and will be \$8/day. **To reserve a room at the Fort Wayne Hilton,** Phone: 1-800-HILTONS or 260-420-1100, indicate you are with the Lutheran Church Missouri Synod (**Group Code LUT**) or go to:

http://www.hilton.com/en/hi/groups/personalized/F/FWAFHHF-LUT-20180613/index.jhtml?WT.mc_id=POG

Please provide contact information:

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

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Questions may be directed to Nancy Losher at nancy.losher@in.lcms.org or 260-423-1511 x2208

Display Application Form and payment must be submitted by May 21, 2018

Mail: Indiana District – LCMS, 1145 South Barr Street, Fort Wayne IN 46802
Attention: Nancy Losher
(Mail check with a copy of this form)

You will be notified via email that your application has been accepted.