

Indiana District - Lutheran Church Missouri Synod

1145 S. Barr Street ▪ Fort Wayne, IN 46802
Phone (800) 837-1145 ▪ Fax (260) 423-1514 ▪ www.in.lcms.org

FALL PASTORS CONFERENCE

November 5-6, 2018

Embassy Suites Noblesville

13700 Conference Center Drive South, Noblesville, IN 46060

EXHIBITOR INFORMATION

1. **CHARACTER OF EXHIBITS:** 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 Conference.
2. **FEES:**
 - Table, 6ft x 30in - \$25/day/table payable to the Indiana District LCMS
 - Electricity: Is available for extra fee**Exhibit tables will be furnished with the following:**
 - Skirting, tablecloth, and chair
 - Two-line Identification sign 11" x 8"
3. **PAYMENT:** All fees are due at the time the contract is returned. **Checks should be made payable to: Indiana District LCMS.** Please return the contract with your payment to:

Jan Koenig	Phone: 800-837-1145 x 2204
Indiana District LCMS	FAX: 260-423-1514
1145 S Barr Street	Email: jan.koenig@in.lcms.org
Fort Wayne IN 46802	
4. **CONTRACT DUE:** ASAP or Oct. 15, 2018
5. **RESPONSIBILITY:** 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 Indianapolis Marriott East.
6. **SECURITY OF EXHIBIT BOOTHS:** Because exhibit booths will be located in a public access area, exhibitors are responsible for their own security of materials and goods to be placed in the booths. Nothing shall be posted, nailed, screwed, or otherwise attached to walls, floors, or other parts of the building or furniture.
7. **HOTEL ROOM:** To reserve a suite in the group block, call 317-674-1900 and ask for reservations. Provide the arrival/departure dates of your stay and mention **group code IDL**. Verify the group name is **Indiana District of the Lutheran Church**. Verify the group rate of:
 \$129.00 per night for a **King Bed Studio Suite** plus taxes,
 \$134.00 per night for a **King Bed Suite** plus taxes, or
 \$135.00 per night for a **Two Queen Bed Suite** plus taxes.
The booking agent will ask for a credit card number to guarantee the room.
We welcome online reservations as well! For your convenience, a direct booking link is:
<http://group.embassysuites.com/INDistrictLutheranChurch>
8. **MEALS:** There is a restaurant and coffee shop on site or you may eat with the conference attendees with payment of the meals indicated on the contract. *If you are registering to attend the conference, the meals are included in your registration fee.* There are several other restaurants in the area of the hotel from which to choose.

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EXHIBITOR CONTRACT

BOOTH INFORMATION: Set up is available Monday after 9:00 a.m..

Identification Sign – Please **PRINT** the exact name that should appear on booth signage and **in our handouts**:

1st line – Company or Ministry Name

2nd line – City, State

Number of Tables desired _____ X number of days _____ X \$25/day.....\$ _____

Do you request electricity? **Yes or No**

We ask so we can make sure your table is near an outlet or in an area an extension cord would not be in a walkway.

Meal Options: (indicate number of meals desired)

Monday Lunch _____ x \$35.00

Monday Banquet _____ x \$ 50.00.....

Tuesday Lunch _____ x \$ 35.00.....

TOTAL AMOUNT ENCLOSED: \$ _____

ADDITIONAL COMMENTS OR REQUESTS:

Company or Ministry Name: _____

Contact Name: _____

Address: _____

City & State: _____ Zip Code: _____

Phone Number: _____

Email: _____

Signature: _____ Date: _____