



2019 Central States Synod Assembly

June 6-8, 2019

Marriott Kansas City Overland Park
10800 Metcalf Ave., Overland Park KS 66210

REQUEST for DISPLAY TABLE—Registration Form

Display Tables are an important part of the Central States Synod Assembly! This year Display Tables will be located in Quail Creek Ballroom, which is in close proximity to the Assembly Hall. To request a Display Table, you may register by either the printed form (check payment) or online (credit card payment). All Display Tables must receive approval by the Central States Synod prior to the Synod Assembly

IMPORTANT NOTE: If your organization would like to request a Display Table and is NOT one of the ministries of the Central States Synod or the ELCA, then special approval must be granted by the Central States Synod Council. Please submit your **Request for Display Table—Registration Form** by April 15, 2019 to Dawne Bockelman (dbockelman@css-elca.org). Please attach a one page summary which explains the purpose, vision and structure of the whole organization. Include whether the organization has a Not-for-Profit status and website information. This will enable the Synod Council to have a better understanding of the mission of your organization. The Synod Council will act on these requests at the respective meeting on 3/15/19 or 5/3/19. You will be notified of their decision by email. If approved by Synod Council, then a request for payment will follow at the appropriate time. It's best to submit your request early for a Display Table as space may be limited.

All Request for Display Table—Registration Forms must be received by April 15, 2019. Please send to: Central States Synod, 420 West 14th Street, Suite 101, Kansas City MO 64105; or by email to dbockelman@css-elca.org

Organization/Agency _____

Address _____ City/State _____ Zip _____

Organization Website _____ Phone _____

Exhibitor Contact Name _____ Email _____

Will this person be setting up/tearing down the display? _____ If no, please provide name and contact information of the on-site representative. _____

Purpose for Display Table and Items for Display _____

Display Table Registration Fees	Registration Deadline April 15, 2019
Display Table/Exhibitor Package —Includes Synod Assembly Registration for one (1) Display Table, and one (1) Display Exhibitor registration which includes meals. Electric not included. Please list any dietary concerns: _____	<input type="checkbox"/> \$220.00
Display Table ONLY	<input type="checkbox"/> \$100.00
Additional Charge for Electric	<input type="checkbox"/> \$25.00
Additional Charge for Meals for 2nd person Includes Assembly Registration and meals for one additional person per Display Table. Name of additional exhibitor (for name tag purposes): _____ Please list any dietary concerns: _____	<input type="checkbox"/> \$120.00
TOTAL AMOUNT DUE:	\$ _____

Pictures and Videotaping: The Central States Synod, ELCA will be taking pictures and videotaping at the Assembly. By registering for this event, you give the Synod and churchwide units permission to use your image and comments in educational, informational, and promotional materials in a variety of media including electronic media.

Refunds: All requests for refunds must be submitted in writing by May 24, 2019. Registrations cancelled prior to May 24, 2019 will receive a refund (minus a \$50.00 processing fee). All approved refunds will be issued following the conclusion of the Synod Assembly. Registrations cancelled after May 24, 2019 may be granted at the discretion of the Assembly Manager. Please send cancellation requests to the Synod office by email at dbockelman@css-elca.org

Thank you for your interest in a Display Table at the Synod Assembly. Upon receipt of your request form and payment, you will receive a confirmation notice via email by April 30, 2019. We look forward to working with you at Synod Assembly! If you have any questions, please contact the Synod office at 913-948-9701 or Assembly@css-elca.org

Visit www.css-elca.org/assembly for additional information.