

# NORTHERN ILLINOIS ANNUAL CONFERENCE 2018

## Mission and Ministry Display Guidelines

The purpose of displays at Annual Conference is to promote and communicate the ministry responsibility of the organizations that make up the Northern Illinois Conference or which receive funding or other support from the Conference.

### WHO MAY DISPLAY?

- Annual Conference Boards, agencies, offices, commissions, and ministries
- General Conference Boards, agencies and committees
- UM Credit Union
- United Methodist Colleges, Universities, Seminaries and Wesley Foundations
- Organizations that are approved General Conference Advances, Annual Conference Advances, or District Advance Mission Specials. All groups filled by the Annual Conference nominations committee.
- Organizations that have received Conference Grants or Conference Benevolence.
- Unofficial Caucus groups with a relationship with the Northern Illinois Conference. Acceptance is subject to approval of the Displays sub-committee of the Annual Conference Committee.

### WHAT MAY BE DISPLAYED?

- No “for profit” sale of items. Contributions to support the mission of an approved organization are allowed.
- You may have display boards, brochures, and giveaways that communicate the ministry of the organization.
- Wrapped, peanut free candies may be given away. No other foods should be given from the displays.
- Signs may not be attached to the walls.
- Video may be shown from a laptop computer, but volume should be kept at a low level.
- Audio equipment or sound amplification will not be permitted.
- The Annual Conference Committee reserves the right to edit, remove, or alter any display.

### HOW TO GET DISPLAY SPACE

- Complete the application available on the web at [www.umcnic.org/AC2018](http://www.umcnic.org/AC2018).
- Payment and application are due by **May 10, 2018**
- You will receive an e-mail confirmation when your application is received and you will receive a follow-up e-mail at least 1 week prior to Annual Conference notifying you of the location of your display space.

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- You may share space with a related organization, but you should indicate the name of the group you are sharing with and their contact person. That group must also be approved to display at Annual Conference.
- If you wish for your display to be adjacent or in close proximity to another group, please indicate that also on your application.

### **SPACE INFORMATION**

- Tables will be about 8 ft. long. The cost per table is \$30
- A limited number of electrical outlets will be available. An additional fee of \$20 will be assessed for the use of electrical power. Request electricity on your application. Your table will be assigned in close proximity to the outlet.

*For reasons of safety, please do not run electric cords across the aisles or to an outlet for which you did not purchase an electrical connection.*

- Displays will be in St. Charles Ballrooms I, III, and IV.
- Table displays will be set up Sunday (6pm-8pm), Monday (7am-8:30am, 12noon-1:30pm and 5:15pm-7:15pm) and Tuesday (7am-8:30am, 12noon- 1:30pm)
- You may not use the space assigned to another group. Trades may only be made if both groups agree and notify the set-up supervisor of the exchange.
- Tables may not be moved without the permission of the set-up supervisor.
- As stated above, the Annual Conference Committee reserves the right to edit, remove, or alter any display. Removed displays will be refunded the contribution towards the table.
- Display area will be open for set up on Sunday after 12 noon.
- Displays must be removed by 6:00 pm on Tuesday.
- Table assignments will be made on May 25, and an e-mail will be sent with the table assignment during the following week.

*These guidelines have been approved by the NIC Annual Conference Committee.*