

## **NORTHERN ILLINOIS ANNUAL CONFERENCE 2024** **Display Table Information**

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.
- For-profit companies or person selling items that support local churches and/or ministries of the Northern Illinois Conference of The United Methodist Church.

### **GUIDELINES**

- No “for profit” sale of items, except to support the mission of an approved organization.
- 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 or drinks 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. VIDEOS MUST REMAIN MUTED DURING PLENARIES. *\*Please note that no power is available at your table.*
- Audio equipment or sound amplification is not permitted.
- The Annual Conference Committee reserves the right to edit, remove, or alter any display.

### **HOW TO GET DISPLAY SPACE**

- Complete the application available at [umcnic.org/ac2024](http://umcnic.org/ac2024)
- Payment and application are due by May 1, 2024
- 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.
- 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.

## **NORTHERN ILLINOIS ANNUAL CONFERENCE 2024** **Display Table Information**

### **SPACE INFORMATION**

- Tables will be about 8 ft. long & include a drape for the table, (2) chairs, and a wastebasket.
- The cost per table is **\$50**.
- Table displays will be open on Sunday afternoon, Monday, and Tuesday morning.
- The tables will be open for setup on Sunday, June 16 at 12 p.m. (noon).
- Displays must be removed by 1:00 p.m. on Tuesday, June 18.
- Display tables will be in the Nirvana Threshold.
- The display areas are in the public area of the hotel. The security of unattended materials and equipment cannot be assured.
- 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.
- Table assignment will be made in the order in which the registration is received and at the discretion of the Annual Conference Committee Display Table subgroup.
- As stated above, the Annual Conference Committee reserves the right to edit, remove, or alter any display. Removed displays will NOT be refunded for the contribution towards the table.
- Table assignments will be made after May 25<sup>th</sup>, 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.*