

Call for Exhibits
For the 2023 Annual Meeting of the
Minnesota Conference United Church of Christ

61ST ANNUAL MEETING | JUNE 9-10, 2023 | COLLEGE OF ST. BENEDICT

You are invited to apply for an exhibit at our Annual Meeting! Clergy, lay delegates, and visitors will have the opportunity to visit your exhibit and learn about what you have to offer. The Minnesota Conference UCC is diverse and open to a wide variety of ideas and opportunities. The exhibit area will be located in the Gorecki Center, Fireplace Lobby.

CRITERIA FOR EXHIBITS: exhibits need to have an official or historic tie to the UCC, or to the Minnesota Conference and fall under one or both of the following

- (1)** Exhibits related to a variety of ministries, both in the congregation and beyond (social concerns, education, special congregational projects, missions, vestments, services, etc.).
- (2)** Exhibits offering items being sold for mission-related fundraising within the Church (youth/church fund-raisers, mission projects, etc.)

REGISTRATION INFORMATION

A registration form is on the back of this sheet. Please complete this form which needs to be postmarked *by May 3rd* to the address on the form. **NOTE: forms postmarked after this date will not be considered and we will not accept last minute exhibits.** If you are no longer the contact person for your organization, please forward this notice to the appropriate person. If you do not plan to exhibit this year, please help our planning by returning the form indicating you will not be participating.

Exhibits will be open on **Friday (June 9)**, from 8:30am-7:00pm, and on **Saturday (June 10)**, from 8:00am-4:00pm. Set-up for exhibits will begin at 7:30am on Friday and we ask that all displays be set up by 8:30am that morning (unless otherwise arranged with the MN Conference staff). The exhibit area *must be cleared by 7:30pm Saturday*. Exhibitors are responsible for disposal of all materials in their area. Modest registration fees are required for **all exhibitors** (including UCC-related) to help cover site and use fees charged by the college. Please see the registration form for details. Soon after we receive your registration, you will hear from us with further details.

For more information, please contact one of the **Annual Meeting Exhibit Coordinator:**
Sandy Kellen (sandyk@uccmn.org)

REGISTRATION FORM FOR EXHIBITS & DISPLAYS

Event: Annual Meeting – Minnesota Conference, United Church of Christ
Place: College of St. Benedict, St. Joseph, MN; Gorecki Conference Center
Date: June 9th & 10th, 2023

Name of Exhibitor (Group or Individual): _____

Exhibit Fees: For UCC-related organizations - \$25.00 *Due with registration*
For non-UCC related organizations - \$35.00 *Due with registration*

Note: *No exhibit registrations will be accepted after May 3rd. No last minute exhibits!*

Exhibit/Display Needs:

Number of tables: _____ Number of table covers (if needed): _____

****Note: First table included in exhibit fee, additional tables available at \$15/table to partially cover rental fee. Payment is due with registration.**

Chairs Needed: Yes ___ No ___ If yes, how many? _____

Electrical outlets needed: Yes ___ No ___

Note: *Nothing can be put on the walls. Please bring free-standing displays or signs.*

If selling items, please specify/describe the items offered:

Equipment Used:

If you are bringing your own equipment to use (i.e. Computer, Power Point, etc.), please list below:

Housing & Meals: If your display staff will not be a delegate or attending the Annual Meeting in another capacity but will need housing and meals, please contact the Conference Office, Sandy Kellen at sandyk@uccmn.org, for housing & meal forms.

Contact Person Information:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ E-mail: _____

Please send postmarked by May 3rd with payment to:

**Minnesota Conference UCC
122 W. Franklin Ave. #323
Minneapolis, MN 55404**