



TWELFTH BIENNIAL CONVENTION EVANGELICAL LUTHERAN CHURCH IN CANADA

University of British Columbia, Vancouver, British Columbia

ELCIC NATIONAL CONVENTION
JUNE 25-28, 2009 • WWW.ELCIC.CA

June 25-28, 2009

Exhibitor Information Letter

A number of display tables are available for exhibitors at the ELCIC National Convention in Vancouver, British Columbia, June 25-28, 2009, on a first come first served basis. Display tables are only available to organizations having an official relationship with the ELCIC. The Exhibitors area will be located on the upper lobby of the War Memorial Gymnasium, just outside the Convention Plenary Hall. The upper lobby will also host the refreshment breaks, thus providing attendee traffic for our exhibitors. Any brochures or handouts for distribution are to be placed on your exhibitor table for pickup by Convention attendees. You will need to bring these handouts with you to Vancouver.

If you wish to have a display during the convention, please complete the attached form and return it to the Convention Registrar with the \$140.00 fee per display table no later than March 13, 2009. Please make cheques payable to the Evangelical Lutheran Church in Canada.

Please note that one exhibitor per exhibitor group must also register as a visitor at the convention. The delegate and visitor information letter #1 will be distributed in February. If you are planning to bring additional people to staff your table, they must be registered as an exhibitor to obtain a name tag.

The exhibitor package includes:

- a) a display spot with one six foot table and two chairs for the duration of the convention;
- b) a special name tag(s) for easy identification as an exhibitor;
- c) a business card size "ad" included in the Bulletin of Reports sent to all delegates and visitors;
- d) periodic promotion on the screens in the convention hall to invite delegates and visitors to visit the display area.

Please note that overnight security is **not** provided. Exhibitors are asked to ensure that items of value are not left unattended.

Banners may be attached only to the front of the table or to the actual display. Hanging banners or signs on the walls are not permitted.

Displays may be set up between 9:00 am and 11:00 am on Thursday, June 25th. Tear down must be completed by 12:00 noon on Sunday, June 28th.

Forward your business card size "ad" in JPG format to fschultz@elcic.ca by **March 13th**. For any further information, please contact Faye Schultz, Convention Assistant at (204) 984-9173 or by email using the address noted.

Sponsorship opportunities for the Convention are also available for exhibitors. Please contact Faye Schultz if you are interested.

November 2008

Evangelical Lutheran Church in Canada

12th Biennial Convention—June 25-28, 2009—University of British Columbia, Vancouver, British Columbia
302-393 Portage Avenue, Winnipeg, MB R3B 3H6—Toll free 1-888-786-6707—Fax 204-984-9185—Website: www.elcic.ca



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Evangelical Lutheran Church in Canada
Twelfth Biennial Convention, June 25-28, 2009
University of British Columbia, Vancouver, BC
EXHIBITOR REGISTRATION FORM
Exhibitor Registration Deadline: March 13, 2009

EXHIBITOR REGISTRATION FORM

RETURN TO: Barb Wiebe
 Convention Registrar, ELCIC
 302-393 Portage Avenue
 Winnipeg, Manitoba
 R3B 3H6

TO REGISTER:

Please complete this form in detail and return it with your payment as soon as possible but no later than MARCH 13, 2009. As one exhibitor is also required to register as a visitor, please complete the Visitor Registration form when available in February. Thank you.

EXHIBITOR INFORMATION:

Name of Organization: _____
 Contact Person: _____
 Address: _____
 City: _____ Province: _____ Postal Code: _____
 Daytime Phone: _____ Fax Number: _____ Home Phone: _____
 Email: _____

Name of person who will be registering as a visitor: _____
 Name of other persons requiring an exhibitor name tag: _____

EQUIPMENT:

Yes, we require ____ table(s) for our display @ \$140.00 per table.
 Electrical power will be supplied - list the equipment to be plugged in:

PAYMENT ENCLOSED:

Exhibitors: No. of Table(s) _____ x \$140.00 per table = Total Enclosed \$ _____
 (Make cheque payable to ELCIC)

FOR OFFICE USE ONLY:

Payment Received: Cheque # _____ Amount \$ _____ **Date Processed:** _____ **Initial:** _____