



# Assistant to the Bishop's Office Memo

Dear Display Participant:

The 2011 Session of the Texas Annual Conference will be held at The George R. Brown Convention Center and The Hotel Americas. The displays will be located in the George R. Brown meeting halls located next to the General Assembly Theater. Please read our rules carefully, as there have been reservation changes, so that you fully understand our display procedures. The dates of Conference are May 29 – June 1, 2011.

All tables will be provided with covers and skirts and each table will be 6 feet long by 30 inches wide.

Reservations will be accepted beginning January 1, 2011. You must have your display reservation in by February 11<sup>th</sup>, 2011 to have your group name appear in the Pre-Conference Journal publication. We will bill you for the booth reservation, which must be paid by check or transfer voucher on or before March 1<sup>st</sup>, 2011 for completion of your reservation.

You may not use glue, tape or pins of any kind on the walls or backdrops of the booths. One light-weight sign (paper or plastic), may be hung from 2 hooks that will be provided, on the backdrop poles. This information might help you in planning for space and what is available.

Tables will be labeled and available for set-up on Sunday afternoon, May 29, 2011, no earlier than 2:00 pm. **Please DO NOT arrive before 2:00 pm**, so that the facility has time to set-up and be ready for us to move in. All displays must be removed beginning at noon on Wednesday, June 1, 2011.

Following is the Display Reservation Form to be returned to this office (do not send form or check to the fiscal office, you will delay processing of your form), with your check enclosed. Your table is not reserved without a check or a voucher form for transfer. Around May 1<sup>st</sup> you will receive a confirmation note with your booth number, and your reservation will be added to the display list which will be posted on our website after April 1<sup>st</sup>, 2011. ([www.txcumc.org](http://www.txcumc.org).)

We are looking forward to an exciting Annual Conference in 2011.



*Annual Conference 2011  
George R. Brown Convention Center  
May 29 – June 1, 2011*

**Display Reservation Form**

Assistant to the Bishop's Office  
5215 Main  
Houston, TX 77002  
713/521-9383

The display tables will be available for set up on **Sunday afternoon, May 29 AFTER 2:00 pm**, and all items must be removed **beginning at 12:00 noon on Wednesday, June 1. Final Deadline is either when tables are sold out- or Fri., April 29, 2011, whichever comes first.**

Name of Group/Booth: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone (Home & Cell): \_\_\_\_\_ / \_\_\_\_\_

E-mail address: \_\_\_\_\_

<b>To be completed by Office Staff only:</b>	
Date Received:	
Check/Voucher Received:	
Booth # Assigned:	