



# Assistant to the Bishop's Office Memo

Dear Display Participant:

The 2010 Session of the Texas Annual Conference will again be held at The Woodlands United Methodist Church. The displays will be located in the Gymnasium area in the main building of the church. Please read our rules carefully so that you fully understand our display procedures. The dates of Conference are May 30 – June 2, 2010.

**All** tables will be provided with covers and skirts and each table will be 6 feet long by 30 inches wide. There will be three types of booths with tables available:

- 1) OUTSIDE ROW AGAINST WALL WITHOUT ELECTRICITY for \$50, table directly against wall for basic display only, no chairs will be allowed in aisles;
- 2) OUTSIDE ROW AGAINST WALL WITH ELECTRICITY for \$65, table directly against wall for basic display only, no chairs allowed in aisles;
- 3) INSIDE ROW WITHOUT ELECTRICITY for \$75, table set away from backdrop for a “manned booth” set-up with 2 chairs behind table.

Reservations will be staggered this year. Texas Annual Conference sponsored groups will reserve first and may begin sending in their reservations after January 1<sup>st</sup>, 2010 and continuing through March 15<sup>th</sup>, 2010. After March 15<sup>th</sup> reservations of any and all tables left, will be open to the public.

Space is limited-all display tables are on a first-come, first-serve basis. Displays with electricity, and “manned booths” are very limited, due to electricity and space limitations. You may not use glue, tape or pins of any kind on the walls or backdrops of the booths. On the inside row booths, one light-weight sign (paper or plastic), may be hung from 2 hooks that will be provided, on the backdrop poles. On the outside row booths, one sign may be hung from the front of the display table only. 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 30, 2010, no earlier than 3:00 pm. **Please DO NOT arrive before 3:00 pm**, so that The Woodlands UMC has time to set-up for us to move in. All displays must be removed at noon on Wednesday, June 2, 2010.

Following this letter 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 made out to the Texas Annual Conference enclosed. Your table is not reserved without a check or a voucher form for transfer. Once that information is received you will be assigned a booth. Your reservation will be added to the display list which will be posted on our website after April 1<sup>st</sup>, 2010. ([www.txcumc.org](http://www.txcumc.org)). A confirmation note will be sent to you with your booth assignment after May 1<sup>st</sup>.

We are looking forward to an exciting Annual Conference in 2010.



*Annual Conference 2010  
The Woodlands United Methodist Church  
May 30-June 2, 2010*

**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 30 AFTER 3:00 pm**, and all items must be removed **at 12:00 noon on Wednesday, June 2. Final Deadline is either when tables are sold out- or Fri., April 30th, whichever comes first.**

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

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

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

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

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

- Enclosed is a check (payable to Texas Annual Conference) or a Voucher Form for transfer for \$50 to cover the cost of a covered-skirted table for display purposes only. No chairs will be allowed in aisles.
- Enclosed is a check (payable to Texas Annual Conference) or a Voucher Form for transfer for \$65 to cover the cost of a covered-skirted table, for display purposes only and the cost for power supply to that table. No chairs will be allowed in aisles.
- Enclosed is a check (payable to Texas Annual Conference) or a Voucher Form for transfer for \$75 to cover the cost of a covered-skirted table for a "manned booth" with 2 chairs behind the table.

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

Booth # Assigned:	
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