



Assistant to the Bishop's Office Memo

Dear Display Applicant:

The 2018 Session of the Texas Annual Conference will be held at The Woodlands United Methodist Church. The displays will be located in the Gym. Please read our rules carefully, as there have been some changes, so that you fully understand our display procedures. The dates of Conference are May 27-30, 2018.

We accept only "United Methodist" groups, committees, teams, and those under the "United Methodist" umbrella. No "for profit" vendors will be accepted.

Applications may be submitted beginning January 2, 2018 we operate on a first-come, first-serve basis. There are only 40 tables available, so please don't delay if you want a table. There will be a **one table limit per group**, due to the limited number of tables. You must have your display application in by March 8th, 2018 to have your group name appear in the Pre-Conference Journal digital publication. Each display booth is \$150.00. Please send your check or voucher/transfer, made payable to the Texas Annual Conference. You may mail or hand deliver your application and check/voucher/transfer to Jan Ervin, c/o Texas Annual Conference, 5215 Main St., Houston, Tx. 77002.

All tables will be provided with covers and skirts and each table will be 6 feet long by 30 inches wide. There will be 2 chairs in each booth. A "one-line" ID sign will be included with your display table's "name". We only have 10 display booths with electricity available, please be sure to request this on the application. Because electricity is limited, it is also a first-come, first-serve request.

You may not use glue, tape or pins of any kind on the walls or backdrops of the booths. Only light-weight signs (paper or plastic), may be hung from 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 27, 2018 no earlier than 3:00 pm. **Please DO NOT arrive before 3:00 pm** so that the church has time to set-up and be ready for us. All displays must be removed beginning at noon on Wednesday, May 30, 2018.

Following is the Display Application Form to be returned to this office. In the event your application is not accepted, your payment will be returned. Around May 1st you will receive an assignment note with your booth number, and your group will be added to the display list which will be posted on our website (www.txcumc.org).

We are looking forward to an exciting Annual Conference in 2018.



Annual Conference 2018
The Woodlands United Methodist Church
May 27-30, 2018

Display Application Form

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

The display tables will be available for set up on **Sunday afternoon, May 27, AFTER 3:00 pm**, and all items must be removed **beginning at 12:00 noon on Wednesday, May 30. Remember there is a one table limit per group. Tables are rented on a first-come first-serve basis until all are rented.**

Name of Group/Booth: _____

Contact Person: _____

Street Address: _____

City/State/Zip: _____

Phone (Cell): _____ / _____

E-mail address: _____

Please print legibly on your email address.

Electricity Requested: _____ Yes

To be completed by Office Staff only:	
Application Approved	YES/NO
Date Form & Payment Received:	
Check or Voucher (circle one):	CHECK VOUCHER
Booth # Assigned:	