



August 18, 2009

Greetings:

Presbyterian World Mission, division of the Presbyterian Church (U.S.A.) will be hosting the World Mission Celebration '09, October 22 – 24 in beautiful Cincinnati, Ohio. With excitement and anticipation we are pleased to invite you to exhibit in this Celebration of our participation in God's mission in the world.

The exhibit hall will include 10 x 10 booths as well as five learning centers with each one focused on a geographic region of the world! The geographic regions will include The Americas, Africa, Europe, Middle East, Asia and Pacific. The learning centers will focus on educating World Mission Celebration attendees about the work God is doing in each of the regions.

For cost, guidelines, and other details regarding the purchase of booth space, please refer to the Booth Space Application included in this mailing. We request that all booths be staffed during the published exhibit hours for guests attending who may have questions. Exhibit hours are outlined on the enclosed. We encourage exhibitors to participate in the theme "branches of the same vine" in your decoration and display.

If you are interested in purchasing a booth, please complete the application and submit by **September 2, 2009**. If you need additional information, you can reach the event coordinator, Audrey Petty with Essential Details 502-499-6478 or [missioncelebration@pcusa.org](mailto:missioncelebration@pcusa.org). Please write *Exhibit* on the subject line of any emails related to this matter.

Blessings,

  
Donald J. Dawson, Chair  
World Mission Celebration Planning Team

  
Lis Valle, Associate Director  
Equipping the Church for Mission Involvement



## Booth Space Application October 22 – 24, 2009

Name of Program Unit or Organization: \_\_\_\_\_

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

Address (Street): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Brief Description of your Program Unit or Organization: \_\_\_\_\_

As an exhibitor you may want to take the theme of the conference into consideration when planning your booth décor and layout. The theme is *“I am the vine, you are the branches”* (John 15). As *branches of the same vine*, Presbyterians will connect with one another, learn about God’s mission through the Presbyterian Church (U.S.A.) and be sent forth as God’s workers in the world.

The exhibit hall will also include five learning centers with each one focused on a geographic region of the world! The geographic regions will include The Americas, Africa, Europe, Middle East, Asia and Pacific. The learning centers will focus on educating World Mission Celebration attendees about the work God is doing there.

*\*World Mission Celebration 2009 reserves the right to screen all applicants that are applying for booth space at the 2009 conference. You will be notified upon approval of your application. This application is NOT a guarantee of a booth at the World Mission Celebration 2009.*

**Booth Space details:**

Booth Fee.....\$350

**Standard draped booth will include:**

- 10’ x 10’ Booth with 8’ tall back drape
- 3’ side drape
- One 8’ skirted table
- Two folding chairs
- One 7” x 44” Two line ID Sign
- Wastebasket

Cost for extra booth equipment:

- |                                     |  |
|-------------------------------------|--|
| Folding Chairs - \$2.50 each        | ID signs - \$5 each                      |
| 6’ or 8’ Skirted Tables - \$25 each | 6’ or 8’ tables, not skirted - \$10 each |

Will you require power for your booth?

- Yes (for an extra charge of \$75 per outlet scheduled in advance \$110 per outlet if scheduled on show floor)
- No

Name you would like on your ID Sign: \_\_\_\_\_

\* Please make all checks payable to the Presbyterian Church (U.S.A), Special Event #SE09011-9125 for Booth Fee and Special Event #SE09011-9128 for Electricity Fee. (**Applicants must write a separate check for Electricity Fee.**)

**Please return signed application form by September 2, 2009**



## Booth Guidelines

### Exhibit Hall Hours:

<b><u>Thursday, October 22</u></b>	3:00pm – 6:00pm
<b><u>Friday, October 23</u></b>	7:00am – 8:30am 11:30am – 2:00pm 6:00pm – 9:00pm
<b><u>Saturday, October 24</u></b>	7:00am – 8:30am 11:30am – 1:30pm

Booth set up is scheduled for Thursday, October 22<sup>nd</sup> between 8:00 am – 11:30 am and 1:00 pm – 2:30 pm at the Duke Energy Center in Hall C. A staff member will be available at the ticket booth inside the entrance Hall C to help you locate your booth space when you arrive. Please note that all meals during World Mission Celebration will take place in the exhibit hall. All meetings will take place in the Hyatt Regency Cincinnati, located across the street and connected by a pedway.

World Mission will not be responsible for any items that might be lost or stolen from a booth space during this event. Items you have in your booth area that are of value to you should be secured or taken with you each evening.

If you are shipping items for your booth, you must take responsibility for the shipping and receiving of those items. The Duke Energy Center will NOT receive shipped items. We suggest having them shipped to your hotel with labels that include your name, organization name and PC (USA) World Mission Celebration 2009 conference name on each box. World Mission Celebration 2009 is not responsible for receiving your shipped items. Instructions for shipping will be provided in the booth confirmation information.

Exhibit Hall Participants must provide your own electronic items such as DVD player, TV, etc. or contract for them directly with Exhibit Decorator. The Exhibit Decorator contact information will be included in the exhibitor confirmation letter.

Booth tear down will begin immediately after lunch on Saturday, October 24<sup>th</sup> at 1:30pm. All items must be removed no later than 3:00pm.

World Mission Celebration 2009 reserves the right to monitor materials and items at conference booths to ensure that they are in keeping with the identity and integrity of the conference and the Presbyterian Church (U.S.A.).

I understand and agree to the payment and guidelines regarding booth space at the World Mission Celebration 2009 and understand that selling items in my booth is not permitted.

_____ Signature	_____ Date	
_____ Print name and title	_____ Program Unit/Organization	
_____ Check number	_____ Check date	_____ Check amount

\* Please make all checks payable to the Presbyterian Church (U.S.A), and clearly state is for SE09011-9125 for Booth Fee and SE09011-9128 for Electricity Fee. **(Applicants must write a separate check for Electricity Fee.)**

*Please mail forms by September 2, 2009 to  
Mission Celebration  
100 Witherspoon St. Room 3408  
Louisville, KY40202-1396*

*Mail your check(s) and copy of the form to:  
Presbyterian Church USA  
Voucher Remittance Processing  
PO Box 643660  
Pittsburgh, PA 15264-3660*

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**(Applicants must write a separate check for Electricity Fee.)**