

Rocky Mountain Annual Conference Vendor Display Information

The Rocky Mountain Conference of the United Methodist Church (RMCUMC) recognizes the desire of its membership and those individuals who are not members of the RMCUMC to make beneficial products and services available to the ministers and churches of the RMCUMC . At its Annual Conference Session, the RMCUMC chooses to make a limited amount of display and table space available in order to allow vendors the opportunity to advertise and market their products and services. The remaining space available after the Boards and Agencies of the RMCUMC have been allotted space will be reserved on a first-come, first-served basis. Boards and Agencies of RMCUMC will have precedence over other vendors.

All table/display fees must be paid in advance by June 1, 2008. Any table/display fees not paid by June 1, 2008 will result in cancellation of the table/display reservation and no space will be provided.

The Rocky Mountain Conference of the United Methodist Church reserves the right to refuse display space and/or tables to any vendor that it deems as displaying material, goods or services that it believes to be inappropriate, in conflict with or unfairly in competition with RMCUMC Boards and Agencies displays, in conflict with the RMCUMC Vision and Mission Statement, or that conflicts with or are inconsistent with the Rules of the RMCUMC.

By requesting space at the RMC Annual Conference, all vendors accept and agree to abide by these requirements and the policy stated herein.

TABLE/DISPLAY FEES MUST BE PAID BY JUNE 1, 2008.

**RMC Annual Conference 2008
Table/Display Coordinator:
Gary Dyer**

**Questions: Contact Nancy Butterfield
nancyb@rmcumc.com
303-777-3116 ext 160**

**To Reserve Table/Display Space By U.S. Mail,
Send forms :**

**RMC Annual Conference 2008
Table/Display Coordinator
6110 Greenwood Plaza Blvd
Greenwood Village , CO 80222**

Table/Display Fees Must Be Paid In Advance Of Annual Conference

Reservations will be cancelled for those whose fees are not paid by June 1, 2008.

For the 2008 RMC Annual Conference, RMCUMC Boards and Agencies per table fee is \$50.00. Fee per table for UMC General Board sanctioned groups is \$ 75.00. All other displays/vendors per table fee is \$150. All display 120VAC electrical hookups are extra, rate determined by hotel/convention center.

After the posted application deadline, you will be invoiced for your payment or notified of your wait list status.

Each department/individual is responsible for staffing their displays/tables.

Each department/individual is responsible for the security of their displays/tables

All Vendor tables/areas are expected to close when conference sessions begin.

All Display/Table locations will be assigned by the *RMCUMC Table Coordinator*. *Requests for specific locations must be made at the time reservations are made and will be honored if possible, as space and hotel policies permit.*

Display Table Policy

For the Rocky Mountain Conference of The United Methodist Church Annual Conference

1. Cost per table to be determined by the planning and arrangements committee.

a. Table fee is payable in advance by not later than June 1, 2008.

b. Receipt of payment must be presented to display coordinator before display is set up.

2. A \$150.00 PER TABLE fee shall be charged to all non-RMCUMC Boards and Agencies affiliates/vendors. This fee does not include any electric hook-up.

3. Prime display locations shall be allotted in the following order:

a. Conference Boards and Agencies

b. General Church Boards and Agencies

c. Other displays/vendors.

4. Tables should be staffed.

5. All tables must be shut down during services.

6. No hand written signs allowed. Displays must be professional appearing. NO Hanging of signs on Hotel/Convention Center property.

7. No multi-level marketing sales are allowed.