

March 2010

To: Promotions/Advertising Department

From: Robert W. Barrick, Display Chairperson
621 S. 3rd Street
Clinton, IA 52732
Ph: 563-242-5868

Our Conference is allowing commercial displays and services at its annual state-wide meeting in Des Moines, Iowa.

Access to display is by invitation only. You have been invited because we believe your product or service will enable our members to more effectively reach out and minister to people around them.

You reach:

Approximately 1,400 members representing approximately 830 churches with membership of approximately 175,000 persons across the state.

When: June 5-8, 2010 (Saturday – Tuesday)

You may set up from 12 Noon - 3:30 PM on Friday, June 4, and beginning at 7:30 AM on Saturday, June 5. The Conference is scheduled to be over at 12:30 PM on Tuesday, June 8.

Where: Iowa Events Center, Hy-Vee Hall, located at 730 Third Street in downtown Des Moines. Loading and unloading is done at the dock on the West side of the building. Utility carts will be available at the loading dock and a supervisor will be available to answer questions.

Cost: 10' x 10' space rents for \$250/4 days.

The display includes:

Metal, tubular framing, cloth draped backdrop and side rails, 6' x 30" skirted (but not covered) table, sign with name and two chairs. Extra tables are \$18.50 each for the session. Extra chairs are free.

Deadline:

All displays requests must be received no later than Thursday, May 20, 2010, to allow for set up.

Food and Beverages:

No food or beverages may be offered from displays, except for small items such as mints or candies.

Materials:

No flammable materials such as foam insulation or open flames may be used in displays. Nothing may be pinned or attached to the draping. Do not use tape on chairs, tables, walls, windows, etc.

Electrical outlets:

If you order electricity, two outlets will be made available to you. You **cannot** not use the wall or the pillar outlets.

We hope you can be a part of our Annual Conference Session in June. Please mail back the enclosed request form, along with your check, no later than Thursday, May 20, 2010. Please contact me if you have any questions.

Sincerely,

Robert W. Barrick

PLEASE RETURN THIS FORM

COMMERCIAL DISPLAY

_____ 10' X 10' Space @ \$250/4 days

_____ Ethernet @ \$200/4 days

_____ Electricity @ \$35/4days

_____ Wireless connection n/c

_____ Phone Line @ \$150/4 days

_____ # of extra tables @ \$18.50

Name of Company _____

Name of Contact Person _____

Address _____

Phone _____ - _____ - _____

E-mail Address _____

Please make check payable to: **Iowa Annual Conference**

Send check and form no later than Thursday, May 20, 2010, to:

**Robert W. Barrick
621 S. 3rd Street
Clinton IA 52732**

563-242-5868