

March 2010 Ecumenical Advocacy Days
19 - 22 March, 2010
DoubleTree Hotel, Crystal City, VA
Exhibitor Invitation

Dear Colleagues and Friends:

Ecumenical Advocacy Days for Global Peace with Justice is a gathering of faith-based advocates for social justice from across the nation and from abroad. We expect over 700 people to attend this special educational and advocacy event in 2010. Advocacy Day participants are committed to working for just policies toward developing countries and on US domestic concerns. Throughout the event, people will gather to hear major speakers, participate in worship, workshops and panel discussions, and lobby their members of Congress. The theme for **EAD 2010 is Immigration, Migration and Displaced Persons.**

We cordially invite you to present a display table at Advocacy Days. The exhibit provides you a valuable opportunity to make your work known to faith communities across the nation.

Guidelines for Exhibitors.

1. This year, due to using a smaller facility, we will be unable to provide rods and drapes. We are offering a very nicely attired table top display area with a 6 ft. table, 2 chairs and a wastebasket. The fee for a single display area is \$200 Washington Ballroom (\$175 Hallway) if anything is being sold, \$150 Washington Ballroom (\$125 Hallway), if nothing is being sold.

If you are interested in a double space, please contact Marge (information below). A minimum number of these may be available.

2. Most displays will be in the Washington Ballroom, where coffee breaks will also be held. This is behind the registration area. Additional display locations are in the Presidential Hallway outside conference meeting rooms and outside the Crystal Ballroom, site of the plenary sessions and worship.

3. The maximum number of tables available is 54; to be allocated on a first-come, first-served basis.

4. Exhibits **IN THE WASHINGTON BALLROOM** may be set up starting at Noon on Friday, 19 March. Those **IN HALLWAYS** may be set up beginning at 8:00 p.m. on Friday. The Ballroom exhibit area opens at 3:00 p.m, and is available to attendees during and after registration. There are no "closed" hours for exhibits, although the Washington Ballroom will be locked over night, opened by 7:00 on Saturday and Sunday mornings.

5. All exhibits must be taken down by 10:00 p.m. Sunday, March 21.

6. Exhibitors will be responsible for transporting, setting up, taking down and clearing out their display materials. Please, do not leave materials to be disposed of by others.

7. Please return this form, **with a check for the fee**, to Marge Clark, BVM at the address below.

8. Deadline for **registration and payment** is COB Thursday, 11 February. If all exhibit spaces are filled before that time, notification will be on the website section on "exhibits."

10. Please make checks payable to **Church World Service**. Write "EAD Exhibit Fee" on the memo line. *Checks are non-refundable.* **Send check to**

Marge Clark, BVM
NETWORK
25 E. St. NW, Suite 200

Washington, DC 20001

HOW TO REGISTER FOR A DISPLAY TABLE

Complete the following registration form and send it, with the fee check, to:

Marge Clark, BVM
NETWORK: A National Catholic Social Justice Lobby
25 E. St. NW – Suite 200
Washington, DC 20001

Your Name

Name of Organization/Company

Address

City **State** **Zip**

Daytime Phone

Cell Phone

E-mail

Electricity Drop Yes _____, No _____ (Additional \$10/day for a drop and power strip, an entire “quad” would be \$100/day)

Internet Connection Yes _____, No _____ (Extra Fee – possibly \$100 – \$200/day)

Interest in sharing a table with another organization Yes ___ No ___

Interest in a double booth Yes ___ No ___

PLEASE, rank your preference 1 top choice to 3 least desirable on the three options:

_____ Washington Ballroom

_____ Presidential Hallway

_____ Crystal Ballroom Foyer

We will TRY to accommodate your preference.

Reminder: Please make check payable to **Church World Service**

For further information or questions about exhibits, please contact

Marge Clark, BVM

NETWORK: A National Catholic Social Justice Lobby

25 E. St. NW - Suite 200, Washington, DC 20001

Tel. 202 547 9797 ext. 211

Fax. 202 547 9864

E-mail. mclark@networklobby.org