

March 2008 Ecumenical Advocacy Days
7-10 March, 2008
Hilton Alexandria Mark Center Hotel
Arlington, 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 1000 people to attend this special educational and advocacy event in 2008. 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.

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.

Please find below the guidelines for exhibitors.

1. The fee for a display booth with the basic booth package is \$200 for one 8 X 10 ft. space with a furniture package. If you are interested in a double space, please contact Marge. A minimum number of these may be available.
2. A small number of booths are available in a locked space, although most are in either the upper or lower lobby areas of the hotel.
3. The maximum number of tables available is 60. Table space will be allocated on a first-come, first-served basis.
4. Shephardes, Inc. works with the hotel, and will be offering the **exhibit booth package** (6 ft. table, 2 chairs and a wastebasket). Each exhibit will have a curtain at the back, and short curtain on each side. If additional items are desired, they may be rented from Shephardes. If you bring your own furnishings, and do not want the package, a limited number of skeleton booths will be available for \$120. Electricity and Internet connections need to be arranged with the hotel directly.
5. Please set up exhibits starting at Noon on Friday, 7 March. The exhibit area opens at 3PM that day.
6. All exhibits must be taken down by 9AM on Monday, 10 March.
7. Exhibitors will be responsible for transporting, setting up, taking down and clearing out their display materials.
8. Please return this form to Marge Clark, BVM at 25 E. St. NW - Suite 200, Washington, DC 20001. Or, send the information listed below to mclark@networklobby.org. Information from Shephardes will be sent to you on receipt.
9. Deadline for **registration and payment** is COB Thursday, 18 January.
10. Please make check out to **United Church of Christ**. Write "Exhibitor" on the memo line. *Checks are non-refundable.* **Send check to** United Church of Christ * 100 Maryland Avenue, NE * Suite 330 * Washington, DC 20002 * Tel (202) 386-6397

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HOW TO REGISTER FOR A DISPLAY TABLE

E-mail your request for a display table to Marge Clark, BVM at mclark@networklobby.org.
Please include the following information:

- Your Name
- Name of your organization/company
- Address
- Telephone(s)
- E-mail
- Interest in sharing a table with another organization
- Interest in a double booth
- Interest in a skeleton booth

OR

Fill out the following registration form and send it to:

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

OR Fax: 202-347-9864, Attn. Marge Clark

Your Name

Name of Organization

Address

City **State** **Zip**

Daytime telephone

E-mail

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

Interest in a double booth Yes ___ No ___

Interest in a skeleton booth Yes ___ No ___

Reminder: Please make check out to **United Church of Christ**.
Send to: United Church of Christ * 100 Maryland Avenue, NE * Suite 330
* Washington, DC 20002

Electricity or Internet: Contact Saul Salmeron, CHSP at the Hilton: 703-845-1010 ext. 6445

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) 347-9797 ext. 211 Fax. (202) 347-9864
E-mail mclark@networklobby.org