

Ecumenical Advocacy Days
13-16 March, 2009
Hilton Alexandria Mark Center Hotel
Arlington, VA

Exhibitor Invitation

Dear Friend:

We are closing in on final details for Ecumenical Advocacy Days, 2009. We expect over 700 people to attend this special educational and advocacy event from all over the country. 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 your organization to present a display/vendor table at the event. An Advocacy Days exhibit provides a valuable opportunity to make your work known and link you with like-minded individuals and organizations.

Please find below the guidelines for exhibitors.

1. The fees for a display booth with the basic booth package:

Non-profit organizations: \$200 for one 8 X 10 ft. space,

For-profit vendors: \$250 for one 8 X 10 ft. space.

If you are interested in sharing a table please contact Marge Clark, BVM at:

mclark@networklobby.org 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.

3. The maximum number of tables available is 65. Table space will be allocated on a first-come, first-served basis.

4. Shephardes, Inc. works with the hotel, and will be offering an 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 wanted, they may be rented from Shephardes. A booth without the package will be \$150. A few of these will also be available.

5. Please set up exhibits starting at Noon on Friday, March 13. The exhibit area opens at 3PM that day, exhibits are expected to be up and running by 3:00.

6. All exhibits must be taken down by 7:30pm on Sunday, March 15.

7. Exhibitors will be responsible for transporting, setting up, taking down and clearing out their display materials.

8. Please ship materials directly to the hotel.

9. Payment MUST accompany the table registration!

10. Please make check out to **United Church of Christ**. Write "Exhibitor" on the memo line.
Checks are non-refundable.

Send registration and check to:

Marge Clark, BVM, NETWORK,
* 25 E. St. NW * Suite 200
* Washington, DC 20001
* Tel (202) 347-9797 ext. 211

**ECUMENICAL ADVOCACY DAYS, 2009
EXHIBIT TABLE REGISTRATION**

Fill out the following registration form, enclose payment and send it to:

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

Contact Name(s)

Name of Organization/Vendor

Profit Non-profit

Address

City **State** **Zip**

Daytime telephone **Cell**

E-mail

Interested in sharing a table with another organization?.....

Interested in a double table? _____

Amount enclosed: _____

Please make check payable to United Church of Christ.

For further information or questions about exhibits, please contact

Marge Clark, BVM
Tel. 202 347-9797 ext. 211
Fax. 202 347-9864
E-mail. mclark@networklobby.org