

NORTH GEORGIA CONFERENCE
POLICY STATEMENT: ANNUAL CONFERENCE DISPLAYS
Classic Center, Athens, Georgia June 11 - 14, 2019

PURPOSE: Display tables are extensions of handbook reports presented to the annual session of the North Georgia Conference. Reports and displays interpret and celebrate the program ministries of the annual conference. Display tables are **not** available for individual churches, districts, vendors or groups marketing products, programs or ministries, or book signings by authors. Food and beverages are not allowed in displays. Small pieces of individually wrapped candy are allowed. See the listing of Display Categories for clarification.

Category A: Display space is limited and priority is given to North Georgia Conference teams, board, commissions, and councils as specified in the North Georgia Standing Rules and the 2018 Journal.

Category B: Second priority is given to North Georgia Conference agencies as specified in the Standing Rules and/or Statements of Relationships. There is a charge of \$50.00 per table for Category B.

Category C: If additional display space is available, other associated agencies may submit an application. There is a charge of \$100.00 per table for this category. No Vendors are permitted.

GUIDELINES:

1. Deadline to submit application for display space is **May 1, 2019. Application acceptance will not be confirmed until after May 1.**
2. A **separate** request must be submitted for each display table. **NO group reservations are accepted.**
3. Tables size: 2.5 feet wide by 8 feet long. Tables, table skirts and one chair are provided by the Classic Center.
4. Request for a standard 110v electrical outlet must be made at the time of the application and requested on the form. Electrical outlets are limited and there is no guarantee that an outlet will be available. There is a charge of \$10.00 per electrical outlet connection.
5. Nothing can be attached to any walls in the Classic Center. Posters, pictures, lettering, etc. may only be placed on the table or on a display board which rests on the table. Storage space is limited to the area under your table.
6. All displays must operate from the tabletop.
7. No audio equipment or sound amplification of any kind is permitted. Videos without sound may be used if an outlet is available and only if the monitor is located on the tabletop.
8. An unsecured wireless connection is the only source of internet connectivity.
9. If you are shipping the materials for your display table directly to the Classic Center, the following information **MUST** be marked on your labels:
 - A. USPS/UPS/FedEx Delivery:

The Classic Center Loading Dock
ATTN: Displays: Kathy Brockman
300 North Thomas Street
Athens GA 30601
 - B. Truck lines:

The Classic Center Loading Dock
ATTN: Displays: Kathy Brockman
130 Foundry Street
Athens GA 30601

Display set-up begins at the Classic Center Foundry Building **on Monday, June 10, 2019 8:00 am – 4:00pm and continues on Tuesday, June 11, 2019 at 8:00 a.m. – 12 noon.**

Displays MUST be removed by 2:00 pm on Friday, June 14, 2019.