



Assistant to the Bishop's Office Memo

Dear Display Participant:

The 2015 Session of the Texas Annual Conference will be held at The Hilton Americas-Houston. The displays will be located on the second and third floors Pre-function areas. Please read our rules carefully, as there have been some reservation changes, so that you fully understand our display procedures. The dates of Conference are May 24-27, 2015.

We will not accept any outside vendors wanting display tables. Only "United Methodist" groups, committees, teams, and those under the "United Methodist" umbrella will be accepted. No exceptions.

All tables will be provided with covers and skirts and each table will be 6 feet long by 30 inches wide. There will be 2 chairs and a trashcan in each booth.

Reservations will be accepted beginning January 5, 2015 and are on a first-come, first-serve basis. There are only 38 tables available, so please don't delay if you want a table. There will be a **one table limit per group**, due to the limited number of tables. You must have your display reservation in by March 10th, 2015 to have your group name appear in the Pre-Conference Journal publication. Each display booth is \$150.00. Please send your check or voucher/transfer, made payable to the Texas Annual Conference along with your display reservation form. You may mail or hand deliver your check to Jan Ervin, c/o Texas Annual Conference, 5215 Main St., Houston, Tx. 77002.

You may not use glue, tape or pins of any kind on the walls or backdrops of the booths. One light-weight sign (paper or plastic), may be hung from the backdrop poles. This information might help you in planning for space and what is available.

Tables will be labeled and available for set-up on Sunday afternoon, May 24, 2015 no earlier than 3:00 pm. **Please DO NOT arrive before 3:00 pm** so that the facility has time to set-up and be ready for us. All displays must be removed beginning at noon on Wednesday, May 27, 2015.

Following is the Display Reservation Form to be returned to this office (do not send form, check, or voucher/transfer to the fiscal office, you will delay processing of your display request), with your check and/or voucher/transfer enclosed. Your table is not reserved without a check or voucher/transfer form. Around May 1st you will receive a confirmation note with your booth number, and your reservation will be added to the display list which will be posted on our website after April 1st, 2015. (www.txcumc.org.)

We are looking forward to an exciting Annual Conference in 2015.



*Annual Conference 2015
Hilton Americas-Houston
May 24-27, 2015*

Display Reservation Form

**Assistant to the Bishop's Office
5215 Main Street
Houston, TX 77002
713/521-9383**

The display tables will be available for set up on **Sunday afternoon, May 24, AFTER 3:00 pm**, and all items must be removed **beginning at 12:00 noon on Wednesday, May 27. Remember there is a one table limit per group.**
Final Deadline is when tables are sold out.

Name of Group/Booth: _____

Contact Person: _____

Street Address: _____

City/State/Zip: _____

Phone (Cell): _____ / _____

E-mail address: _____

To be completed by Office Staff only:	
Date Form & Payment Received:	
Check or Voucher:	
Booth # Assigned:	