

Diocese of Newark
EXHIBIT SPACE RESERVATION FORM
Commercial Vendors and Organizations

150th ANNUAL CONVENTION – Nov 8-9, 2024
Hilton Meadowlands, 2 Meadowlands Plaza, E. Rutherford, NJ

DUE DATE: Tuesday, October 1, 2024

- The fee is **\$335**, which includes one Friday lunch.

Confirmation letters will be mailed early in October.
Please type or print clearly.

Name of Organization: _____

Contact Person: _____ **Phone:** _____

Address: _____

Email: _____

If more than one person is staffing the table, a \$35 box lunch must be purchased for each additional person, for each day present.

Please list the name(s) of the person(s) staffing the table on page 2

Additional Meals: Friday dinner (\$60) and Saturday lunches (\$35) may be purchased separately. Use the reverse side for any meal orders and include costs in amount submitted.

Indicate any special needs:

Electrical outlet?: _____ Other: _____

Amount enclosed (include costs of meals from reverse side): \$ _____

Set up starts at 8 a.m. on Friday, November 8, 2024

Return this completed form, with check made out to
Diocese of Newark; Memo line: Convention Exhibit

*Before mailing, lease scan/email this form to (rjohnson@dioceseofnewark.org)
or fax it to (973-622-6508)*

To: Diocese of Newark, Convention Exhibits,
31 Mulberry Street, Newark NJ 07102

Meals Reservations – 150th Annual Convention – Nov 8-9, 2024

Please note: Friday lunch is included for the **first** exhibitor

Name	Lunch(Fri) @ \$35	Dinner(Fri) @ \$60	Lunch(Sat) @ \$35	Total
1)	<i>(One lunch included)</i>			
2)				
3)				
Total for Dinners and Lunches				
Total due (\$335 plus the total cost of all meals)				

If you have a preference for dinner seating, i.e., with a particular church, please note that here:

Seat me with: _____

Please note any **Dietary Restrictions** for those listed above who are staying for **dinner**

- 1.
- 2.
- 3.

For office use only:

Date received:

Amount received:

Check number: