Diocese of Newark
EXHIBIT SPACE RESERVATION FORM
Commercial Vendors and Organizations

2019 ANNUAL CONVENTION – FEBRUARY 1-2, 2019
Hilton Meadowlands, 2 Meadowlands Plaza, E. Rutherford, NJ

DUE DATE: MONDAY, DECEMBER 10, 2018

- The fee is **$330**, which includes one Friday lunch.

Please return this form by the deadline of ***December 10, 2018****. Space is limited. We cannot guarantee that every request will be honored (checks will be returned if space is not available). Confirmation letters will be mailed early in January.*
Please type or print clearly*.*

Name of Organization: _____

Contact Person: _____ **Phone:** _____

Address: _____

_____**Email:** _____

If more than one person is staffing the table, a $30 box lunch must be purchased for each additional person, for each day present.

Additional Meals: Friday dinner ($50) and Saturday lunches ($30) 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): $_____

Remember: Materials must fit on the 6' table – no exceptions
Set up starts at 8 a.m. on Friday, February 1, 2019

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

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

Meals Reservations – Annual Convention – February 1 & 2, 2019

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

Name	**Lunch(Fri) @ $30**	**Dinner(Fri) @ $50**	**Lunch(Sat) @ $30**	**Total**
1)	*(One lunch included)*			
2)				
3)				
Total for Dinners and Lunches				
Total amount included with the fee				

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: