

Diocese of Newark
EXHIBIT SPACE RESERVATION FORM
Commercial Vendors and Organizations

2020 ANNUAL CONVENTION – JAN 31- FEB 1, 2020
Hilton Meadowlands, 2 Meadowlands Plaza, E. Rutherford, NJ

DUE DATE: MONDAY, DECEMBER 9, 2019

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

*Please return this form by the deadline of **December 9, 2019**. 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): \$ _____

Set up starts at 8 a.m. on Friday, January 31, 2020

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 – Jan 31 - Feb 1, 2020

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

Name	Lunch(Fri) @ \$30	Dinner(Fri) @ \$50	Lunch(Sat) @ \$30	Total
1)	<i>(One lunch included)</i>			
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: