

Diocese of Newark
EXHIBIT SPACE RESERVATION FORM
Diocesan Affiliated Ministries

150th ANNUAL CONVENTION – NOV 8-9, 2024
Hilton Meadowlands, 2 Meadowlands Plaza, East Rutherford, NJ

DUE DATE: Tuesday, October 1, 2024

*Please return this form by the deadline of **October 1**. 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 October.*

Please type or print clearly.

Name of Organization: _____

Contact Person: _____ **Phone:** _____

Address: _____

Email: _____

Friday lunch requirement: While there is no fee for ministries to display during convention, there must be a purchase of the Friday lunch (\$35) for each person staffing the table.

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

Additional Meals: Friday evening dinner (\$60) and Saturday lunches (\$35) may be purchased separately. Use the reverse side for 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, November 8, 2024

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

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

Mail to: Episcopal Diocese of Newark, Convention Exhibits,
31 Mulberry Street, Newark NJ 07102

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

Name	Lunch(Fri) @ \$35 (Required)	Dinner(Fri) @ \$60	Lunch(Sat) @ \$35	Total
Total for Dinners and Lunches				

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: