

Diocese of Newark
EXHIBIT SPACE RESERVATION FORM
Diocesan Affiliated Ministries

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

DUE DATE: MONDAY, DECEMBER 9, 2019

*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 not available). Confirmation letters will be mailed to you early in January.*

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 (\$30) for each person staffing the table.

Additional Meals: Friday evening dinner (\$50) and Saturday lunches (\$30) 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, January 31, 2019

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

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

Meals Reservations – Annual Convention – Jan 31 - Feb 1, 2020

Name	Lunch(Fri) @ \$30 (Required)	Dinner(Fri) @ \$50	Lunch(Sat) @ \$30	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: