

**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 not available). Confirmation letters will be mailed to you 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, lease scan/email this form to ([rjohnson@dioceseofnewark.org](mailto: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 – 150<sup>th</sup> Annual Convention – Nov 8-9, 2024

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

**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: