

**Diocese of Newark**  
**EXHIBIT SPACE RESERVATION FORM**  
**Non Diocesan Affiliated Non-profit Organizations**

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

**DUE DATE: MONDAY, DECEMBER 9, 2019**

- The fee is **\$210**, 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 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:** \_\_\_\_\_

**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 evening 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, January 31, 2020**

**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

**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)				
<b>Total for Dinners and Lunches</b>				
<b>Total amount included with the fee</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: