



THE TENTH CONVENTION OF THE EAST DISTRICT OF
LUTHERAN CHURCH–CANADA
MAY 3 – 6, 2015

Crowne Plaza Hotel, 105 King St. E., Kitchener, ON
www.kitchener-hotel.com

EXHIBITOR REGISTRATION

General Information

Organization			
Contact Name			
Address			
City	Prov.	Postal Code	
Phone			
Email			
Name(s) of persons tending your exhibit			

Exhibit Information

Space Required (see notes)	Unit Cost	Total
Table Option (<i>circle one:</i>) none 8 foot	\$100.00	\$
Additional Requirements?		
Electricity? (<i>as available – limited number</i>)	Yes	No
Are you interested in including information in the delegate packets?	Yes	No

Accommodations/Meals

Complete a Guest Registration for each person attending. Meals and accommodations at Crowne Plaza Kitchener are selected on the guest registration form.
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Registration Deadline: March 27, 2015

Return registration with payment to:
LUTHERAN CHURCH–CANADA, EAST DISTRICT
275 LAWRENCE AVENUE, KITCHENER ON N2M 1Y3

Signed: _____

Print Name: _____



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EXHIBITOR REGISTRATION

Load In Time: Sun., May 3, 2015, 4:00 to 7:00 p.m. **Load Out Time:** Wed., May 6 after 12:00 p.m.

Upon arrival, Exhibitors please report to the Registration Desk on the second floor by the convention hall (Grand Ballroom).

Exhibit Times

Monday, May 4 th	8:00 a.m. – 5:00 p.m. & 7:30 to 9:30 p.m.
Tuesday, May 5 th	8:00 a.m. – 5:00 p.m. & 7:30 p.m. to 9:30 p.m.
Wednesday, May 6 th	8:00 a.m. – 12:00 p.m.

Exhibit Area: Outside main convention hall and surrounding area (second floor)

Exhibit Size: One exhibit area is standard 8', and you may opt to have no table or one 8' table. Please indicate if multiple exhibit areas are required.

Electrical: Electrical service is provided *as available* for no extra cost. Not all areas have electrical service. Serviced areas will be assigned on a first come, first served basis. Extension cords are provided by hotel.

Security: The entire second-floor will be locked during off-hours, however, exhibitors are advised to remove any valuables from their exhibit areas when not present. The District will not be responsible for lost or stolen equipment.

Publicity: Exhibitor Registration forms should be submitted early for maximum exhibitor promotion in our pre-conventions bulletins. The convention management will do all within its power to encourage delegates to visit the exhibit area. Exhibitors desiring materials to be distributed in delegate packets should indicate their interest on the Exhibitor Registration.

Registration: Each exhibitor is required to register for the convention. **Complete and return a Guest Registration form for each person attending (or register online at www.lcceast.ca/district-convention), and one Exhibitor Registration form for your booth (exhibitor registration not online).** A name tag will be provided for each person staffing your exhibit area.

Rooms: See the Guest Registration form for information about rooms and meals at the Crowne Plaza Hotel.

Invitation: All exhibitors are invited to Historic St. Paul's Lutheran Church, 137 Queen St., Kitchener at 7:00 p.m. to join the delegation for the Opening Service and a President's Reception which will follow.