



INFORMATION FOR EXHIBITORS

59th Regular Convention
LCMS Northern Illinois District
March 9 – 10, 2018

Concordia University Chicago, River Forest, IL

Location: 7400 Augusta Street, River Forest, IL 60305. 708-771-8300.
Exhibit space will be in the south gym (where the breaks will be set up); adjacent to the convention floor (Exhibit space will be assigned in the order requests are received.)

Exhibit Hours: Exhibition time will be continuous throughout each day's convention sessions.

Friday, March 9 — Delegate Registration opens at 7:00 a.m. with continental breakfast set up in the exhibit room (south gym). The convention begins at 9:00 a.m. with the worship service in the university chapel and then moves to the convention floor by 10:30 am. The Friday session is scheduled to close for the day at 5:00 p.m.

Saturday, March 10 — The Saturday schedule begins at 8:00 am with continental breakfast in the break area. The convention is scheduled to close around 4:00 p.m.

Set up: **IMPORTANT:** This year registration for delegates and vendors will take place in the south gym (vendor area). In order to properly accommodate this we are requiring all vendors to load in either between 9:00 am and 7:00 pm on Thursday or after 9:00 am on Friday. NO VENDOR SET UP WILL BE ALLOWED DURING ACTUAL DELEGATE REGISTRATION TIME. (7:30 -9:00 am Friday)

Each exhibitor is responsible for his or her own set up and take down. ALL DISPLAYS AND MATERIALS MUST BE REMOVED FROM THE PREMISES BY YOUR ORGANIZATION.

Approximate size of table available for each exhibit is 6 feet by 30 inches.

Equipment: Tables and chairs are provided. Access to an electrical outlet is available only as indicated on the Exhibit Space Request Form. Exhibitors are responsible for providing anything else they need including table coverings. Any additional material supplied by the University will be charged to the exhibitor.

Exhibitors will be responsible for safeguarding their own materials and agree not to hold the LCMS Northern Illinois District or the University responsible for any loss.

PLEASE REMEMBER:

Space is limited! Tables are assigned in the order request forms are received and only guaranteed when payment is received.

Questions? Email lori.trinche@nidlcms.org

Or call the NID Business Office 708-449-3020

Return form with payment before December 1, 2017

God's Richest Blessings

Rev. Dan Gilbert, President
LCMS Northern Illinois District
2301 S. Wolf Road
Hillside, IL 60162