



INFORMATION FOR EXHIBITORS

60th Regular Convention

LCMS Northern Illinois District

March 11 – 12, 2022

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 11 — Delegate Registration opens at 7:00 a.m. with continental breakfast set up in the exhibit room (south gym). The Friday session is scheduled to close for the day at 5:45 p.m.

Friday, March 11 – There will be a *Meet and Greet* in the exhibit room with Synod and District leadership after the closing of Friday's business until 7:00 p.m. You are encouraged to stay as exhibit booths can be open to the delegates.

Saturday, March 12 — The Saturday schedule begins at 8:00 am with continental breakfast in the exhibit room. The convention is scheduled to close around 3:00 p.m.

Set up: **IMPORTANT:** 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 set up 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 no later than 3:30 on Saturday, March 12.

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 Concordia University Chicago 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. Deadline has been extended from December 1 to December 15. Don't delay, sign up today.

Request for Exhibit Space - LCMS Northern Illinois District 60th Convention

Organization/Company _____

Name(s) of those attending: _____

Address _____

City _____ State _____ Zip _____

Contact Person _____

Email Address _____ Phone _____

Approximate size of table available: 6' x 30" For number of tables needed, see charges below

Chairs needed 1 2 - Maximum attendees permitted – 2 per table

Electricity needed... Yes No (Additional Charge \$50 per exhibitor)

Eligibility and Fees for Exhibit Space (PLEASE MARK OPTION BEING REQUESTED) *“LCMS ministries” are ministries by the congregations of the district or those recognized by inclusion in The Lutheran Annual.*

Option 1 – **LCMS ministries with physical presence in NID** \$150.00 for one table, 2 attendees
NO ELECTRICITY IS AVAILABLE WITH THIS OPTION Additional Tables \$125/each

Option 2 – **LCMS ministries or other 501(c)3 entities** \$250.00 for one table, 2 attendees
*If requesting electricity, indicate acknowledgement below Additional Tables \$125/each

Option 3 – **Commercial vendors or other entities** \$500.00 for one table, 2 attendees
*If requesting electricity, indicate acknowledgement below Additional Tables \$125 each

*Electrical request: I am requesting exhibit space with electricity and acknowledge that all equipment must be UL Listed and conform to electrical codes - \$50 additional charge (note: cell phone charging stations will be available in designated areas in exhibit hall for general use at no charge) \$ 50.00 per exhibitor = \$ _____

MEALS:

Meal and Break package (transferable) \$40.00 x # ____ per person = \$ _____

Meals include Friday – continental breakfast (vendor area) / Lunch CUC cafeteria)
Saturday – continental breakfast (vendor area) / Lunch (CUC cafeteria) - \$40 per person

No Meals or Breaks

Any additional material supplied by the University will be charged to the exhibitor.

Send or email original form and payment by December 15, 2021: checks payable to LCMS Northern Illinois District or [online payments](#)

Attention: Business office
2301 South Wolf Road
Hillside, IL 60162-2298

Questions? Email: accounting@nidlcms.org or call the NID Business Office: 708-449-3020