



Southwestern Minnesota Synod
Evangelical Lutheran Church in America

God's work. Our hands.

December 7, 2009

The 2010 Southwestern Minnesota Synod Assembly will be held April 17-18 at the Redwood Falls Area Community Center and High School in Redwood Falls. Displays will be located in the Redwood Falls High School gymnasium, right across the hall from the plenary sessions. If you would like to have a display at this event, please complete the enclosed form and return it to:

Southwestern Minnesota Synod
Attn: Sara Johnson
P.O. Box 499
Redwood Falls, MN 56283

We hope you will be able to incorporate our theme into your display. The 2010 Synod Assembly themes are:

Theme: God's work. Our hands.
Theme Text: John 21: 1-19
Theme Hymn: *Jesu, Jesu, Fill Us with Your Love* (ELW #708)

The display area plays a vital role in helping assembly participants and guests understand the work we do together, and we want the gym to draw visitors with its visual excitement. Space in the Redwood Falls High School gymnasium is substantial; we will accommodate as many display requests as possible while following the synod assembly display policy. Synod boards, committees, and teams will have first priority for available space. (They, too, must fill out the display request form!)

As of this year, the fees for a display have changed. The Synod Council has approved changes to ensure we are covering our rental costs. The fees are as follows:

Waived for Synod Boards/Committees/Teams
\$15.00 for our Mission Partners as defined by the synod budget
\$50.00 for any other requests (Please call if you have questions regarding your status.)

Each display includes an 8-foot table, folding chair, a tablecloth and skirting.

Meals are not provided free of charge for people who bring a display. Meals are included with the registration fee for all who register as voting members, advisory or visitors for the Synod Assembly. If you wish to add meals, there is an additional cost of \$30. This will include three meals: Saturday lunch, Saturday dinner, and Sunday lunch in addition to all the items offered during breaks.

Please be sure to call or email Sara Johnson in our office if you have any questions. Her email address is sara.johnson@swmnelca.org. The **display request deadline is Friday, March 5**. We will send written confirmation of whether or not your organization will have display space by Friday, March 20.

Thank you for your interest!



Display Space Request Form
 April 17-18, 2010

Organization _____

Address _____

City, State, Zip _____

Phone _____ **Email** _____

On-Site Contact Person _____

Our organization is interested in bringing a display to the 2010 SW MN Synod Assembly at the Redwood Falls Area Community Center in Redwood Falls, MN. We understand that:

- All displays will be in the Redwood Falls High School gymnasium.
- Displays should be open for the whole event (9:00 a.m. Saturday to 5:00 p.m. Sunday).
- Display table includes: an 8-foot table, tablecloth, table skirting and one folding chair.
- Space will be assigned first-come, first-served.
- Many display tables will not have access to electrical outlets.
- Each group is responsible for its own special equipment (VCR, etc).
- Each group will be responsible for set-up and tear down of its display.
 Available set-up times are: Friday, April 16 from 6:-9:00 p.m. or on Saturday, April 17 from 7:-8:30 a.m.
- Meals are not provided free of charge for people who bring a display. Display attendants may add Saturday lunch, Saturday dinner, Sunday lunch and all break items for an additional \$30.

We are requesting space in the display area. We also request:

- _____ Table with access to an electrical outlet (and we'll bring an extension cord!)
- _____ Extra folding chairs with our table. (How many? _____)
- _____ Space for a free-standing display only; we will not need a table.
- _____ If possible, we'd like space next to the _____ display.

Display Table Fee (CHECK ONE)

- Waived Synod Board, Committee or Team
- \$15 For our Mission Partners as defined by the Synod Budget
- \$50 For any other request from all others not defined above

Meal Fee (CHECK ONE)

- \$30 Meals Needed
- \$0 Meals Waived

Total Enclosed \$ _____

A check payable to the Southwestern Minnesota Synod is due at the synod office by
Friday, March 5, 2010.

Questions about the display area? Contact Sara Johnson at 507-637-3904 or sara.johnson@swmnelca.org
Questions about assembly registration? Contact Liza Eekhoff at 507-637-3904 or liza.eekhoff@swmnelca.org

<i>Office Use Only</i>	Date Received _____	Paid Amount _____
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