



**The 137th Convention of
The Episcopal Church in
Colorado
October 3-5, 2024**

Exhibitor Information Packet

Dear Friends:

The 137th annual convention of the Episcopal Diocese of Colorado will be held at **Hilton Fort Collins 425 West Prospect Road, Fort Collins, CO. 80526**. This 2 ½ day, in-person event will be held from Thursday, October 3rd through Saturday afternoon, October 5th. We expect approximately 400 delegates and visitors to be in attendance.

We are welcoming applications for exhibit booth space. Once again we will have space for **both** informational and vendor booths this year. We are happy to receive applications – please understand that we cannot guarantee booth space to all who apply.

DEADLINE: September 3, 2024

Informational Booths: these are ministry related booths that are intended for developing awareness, distributing information, and responding to inquiries. Booth size: 10' wide and 10' deep. It includes two chairs. **Cost = \$100** plus extras (see below). These booths will **NOT** be permitted to sell items or supply food. **Meals may be requested by indicating so on the form below. The fee is \$125 for meals (breakfast both on Friday and Saturday, snacks, and lunch (Friday only)).** A list of hotels will be sent with the confirmation packets once you are registered.

Vendor Booths: these booths are for those who intend to sell items. There are a limited amount of vendor booths available. Booth size: 10' wide and 10' deep. It includes two chairs. **Cost = \$100** plus extras (see below). **Meals may be requested by indicating so on the form below. The fee is \$125 for meals (partial breakfast, snacks, lunch on both Friday and Saturday).** A list of hotels will be sent with the confirmation packets once you are registered.

For more information, please contact Elizabeth Cervasio elizabeth@episcopalcolorado.org or 720.677.9018. We encourage you to read through this packet and complete the attached **Registration Form** as soon as possible to reserve space for the 2024 Convention. **The deadline for registration is September 3rd, 2024 at 4:00pm.** Registrations and additions/changes received after that time will be subject to a 20% late fee. Please understand that due to limited space we cannot guarantee booth space to all who apply.

We look forward to your participation in the success of the 137th Diocesan Convention.

Booth Schedule (subject to change)

Thursday, October 3, 2024

11:00am – 5:00pm Booth set-up (optional)

8:45 – 10:00pm Reception following the Opening Eucharist for those wishing to attend.

Friday, October 4, 2024

8am – 5pm – all booths may be open.

Saturday, October 5, 2024

8:00am – 12pm – all booths may be open.

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Exhibit Booth Application

DEADLINE: September 3rd 2024

☐ **Information Booth (\$100)** or ☐ **Vendor Booth (\$100)**

Meals (light breakfast, snacks and lunch) Additional \$125 per person	\$
Electrical - Please let us know if you need this, and please bring your own power strip and extension cord.	Yes/No
TOTAL	\$

Group Name:
Contact Person(s):
Person On Site at Event (if different):
Mailing Address:
Phone #'s:
Email(s):
Special Needs:

Payment: \$ _____ is attached

Payment must accompany this registration form.

Make checks payable to **The Episcopal Church in Colorado.**

*Note: New registrations received **after 4:00 pm September 3rd, 2024** will be charged a 20% late fee and cannot be guaranteed a space.*

Signature:

Printed Name

Title

Signature

Date

Return application and payment to:

Elizabeth Cervasio

The Episcopal Church in Colorado

1300 Washington St.

Denver, CO, 80203

(checks payable to *The Episcopal Church in Colorado* with “convention booth” in memo line)