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|  | **The 136th Convention of**  **The Episcopal Church in Colorado**  **October 5-7, 2023**  **Exhibitor Information Packet** | PDS_Trefoil |

Dear Friends:

The 136th annual convention of the Episcopal Diocese of Colorado will be held at **Two Rivers Convention Center 159 Main St., Grand Junction, CO 81501**. This 2 ½ day, in-person event will be held from Thursday, October 5th through Saturday afternoon, October 7th. 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 1, 2023**

**Informational Booths**: these are ministry related booths that are intended for developing awareness, distributing information, and responding to inquiries. **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 (partial breakfast, snacks, lunch on both Friday and Saturday).** 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 one 8’ skirted table with pipe and drape, two chairs and one trash can. **Cost = $150** 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 303-837-1173. We encourage you to read through this packet and complete the attached **Registration Form** as soon as possible to reserve space for the 2023 Convention. **The deadline for registration is September 1st, 2023 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 136th Diocesan Convention.

Booth Schedule\_(subject to slight changes)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thursday, October 5, 2023**

11:00am – 5:00pm Booth set-up

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

**Friday, October 6, 2023**

7am – 5pm – all booths may be open.

**Saturday, October 7, 2023**

7:00am – 2pm - all booths may be open.

**The 136th Convention of**

**The Episcopal Church in Colorado**

**October 5-7, 2023**

**Exhibit Booth Application**

DEADLINE: **September 1st 2023**

􀂅 **Information Booth ($100)**

􀂅 **Vendor Booth ($150)**

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| Meals (light breakfast, snacks and lunch**)**  **$125 per person** | $ |
| Electrical - Please let us know if you need this, and please bring your own power strip and extension cord. | Yes/No |
| Extra chairs **($5 each per day**) x | $ |
| Extra Tables **($11 per day**) x | $ |
| 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 1st, 2023 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)