



January 29th, 2010

Subject: Ministry Expo  
Annual Conference 2010

Dear Annual Conference participant,

Please find enclosed information regarding this year's Ministry Expo to be held in the Exhibit Hall of the Lakeland Center during Annual Conference 2010. Thanks to all of you, last year's Expo was enjoyed and appreciated by many delegates and visitors! We have already begun to receive inquiries and requests for the 2010 Expo. This year's event will reflect a response to your suggestions and observations during last year's Expo.

Once again we will be offering you the opportunity to acquaint Annual Conference delegates and participants with your particular ministry area. United Methodist Church connectional agencies related to the Florida Conference will receive priority of placement when registration applications are received by the May 3rd, 2010 deadline. Consideration will be given to applications received after this date, if space is available. It is the goal of the Expo to accommodate as many participants as possible.

Registration information and an application are enclosed that should be helpful in planning your display. If you know of others who may be interested, please feel free to share this information. Additional information is available at [www.flumc.org](http://www.flumc.org) or by contacting me at [Expo@flumc.org](mailto:Expo@flumc.org).

We look forward to seeing you in June!

Sincerely,

*Sandy Lovern*  
Ministry Expo Coordinator

*Marilyn Swanson*  
Annual Conference Event Coordinator

Contact Information

800-282-8011 Ext. 149

1140 McDonald St. Lakeland, Fl. 33801

Email: [Expo@flumc.org](mailto:Expo@flumc.org)



ERADICATING EXTREME POVERTY  
2010 FLORIDA ANNUAL CONFERENCE EVENT  
OF THE UNITED METHODIST CHURCH

## 2010 Florida Annual Conference Event

The United Methodist Church

Lakeland Center, Lakeland, Florida

### Reminders:

#### Expo Dates

June 9 – June 11

#### Set Up:

June 9, 10am-2pm

#### Break Down:

June 11, 3pm-5pm

Application and fees due by  
May 3, 2010

Booth assignments published on  
the Website by May 21, 2010.  
Exhibitors are to check in at the  
Expo registration table in Exhibit  
Hall, prior to setting up booth.

#### Delegate Registration Begins:

June 9, 2pm-7pm

#### Pre-Conference Workshops:

June 9, 2pm-3:30pm  
4pm-5:30pm

#### Registration Continues:

June 10, 8am-5pm

#### Laity Session:

June 10, 8:45am

#### Clergy Session:

June 10, 9am

#### Conference Adjourns:

June 12, 2010 Afternoon

### Event Description:

The Ministry Expo will be held in Exhibit Hall of the Lakeland Center. The Expo is a gathering place for lay/clergy members and visitors to become better acquainted with the mission and ministries of the United Methodist connectional church. The Expo also includes representatives from organizations that provide church related technology, products and services. United Methodist Church connectional agencies related to the Florida Conference will receive priority of placement when registration applications are received by the **May 1<sup>st</sup>** deadline. Registrations will be processed in the order they are received.

**Please plan to remain in place until 3pm, June 11th**

### Cost to Exhibit:

UMC Connectional Agencies: \$125  
Not for Profit Agencies: \$250  
Commercial Exhibitors: \$500

### Optional Services:

Electricity: \$40 / Booth  
Phone Line: \$110 / line / day

### Booth Description:

Each standard booth includes one - 6  
foot draped table, 2 chairs and 1  
trash can. If your display exceeds a  
10x10 space, please plan to purchase  
a double booth.

### Set-Up Hours:

June 9, 8am-2pm

### Break Down:

June 11, 3pm-5pm

### Booth Assignments:

Exhibit Hall map of booths will be posted  
on the conference website by **May 21**.

### Exhibitor Check-in:

Please check in at the information table for your  
exhibitor name badge(s) and Expo instruction packet.

### Building Access and Parking:

The most convenient entrance is Entrance #2 on the NW side of the Lakeland  
Center. The loading dock on the NE rear of the building  
is available for larger items.

### Expo Application and Fees Deadline: May 3, 2010

For additional information and updates, please check our website:  
<http://www.flumc.org> or email your Expo questions to: [Expo@flumc.org](mailto:Expo@flumc.org)

**Expo Deadline: Return the enclosed application with payment by May 3, 2010 to:**  
**Ministry Expo ATTN: Sandy Lovern 1140 McDonald Street, Lakeland, FL 33801**

### Expo Hours

Wed., June 9, 2pm-7pm

Thurs., June 10, 8am-7pm

Fri., June 11, 8am-3pm



ERADICATING EXTREME POVERTY

Expo Guidelines: Expo participants include representatives of conference offices, connectional missions and ministries of the United Methodist Church and organizations that provide church-related technology, products and services.

**Please Print Clearly**

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: ( ) \_\_\_\_\_ Evening Phone: : ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

# of booth spaces requested: \_\_\_\_\_ (If your display exceeds a 8 X8 foot space, please make arrangements to purchase a double booth)

Booth Title (As it will appear over your booth): \_\_\_\_\_

**UMC Connectional Agencies \$125 per booth / Not For Profit Agencies \$250 per booth / Commercial Exhibitors \$500 per booth**

**Electricity:** \_\_\_\_\_ Yes (\$40 add'l chg) \_\_\_\_\_ **No Phone Line:** \_\_\_\_\_ Yes (\$110/line/day) \_\_\_\_\_ **No Add'l Tables** \_\_\_\_\_ \$30 each (in booth area)

**Name badge information** (please include additional names on a separate sheet if needed)

**Method of Payment:** Check \_\_\_\_\_ Check #: \_\_\_\_\_ Amount of Check: \$ \_\_\_\_\_ Date Written: \_\_\_\_\_

**Make Checks Payable to: Florida Conference Treasurer**

CREDIT/DEBIT CARD **CHECK ONE** \_\_\_\_\_ VISA \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_

Amount to charge to Credit/Debit Card: \$ \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card ID: \_\_\_\_\_ **WHERE IS MY CARD ID?** The Card ID is a 3-digit security code that is printed on the back of your Visa, MasterCard or Discover card. The number appears on the signature strip after the last four digits of your account number. The signature strip may contain your entire account number or just the last four digits of your account number. Either way, the Card ID will appear after the last four digits of your account number. The Card ID is used to verify that you have possession of the credit card you are attempting to use. It is used by your credit card company to help prevent fraud.

**RETURN COMPLETED APPLICATION WITH PAYMENT TO:**

**Ministry Expo, ATTN: Sandy Lovern,  
1140. McDonald St., Lakeland, FL 33801**

Internal Use Only:

If using a Journal Voucher, please complete JV form and attach to application. EXPO INCOME Account # **100-5150-40165**