

40th BIENNIAL CONFERENCE – RESERVATION FORM

Diocesan Showcase 2008 (“Witnessing with Youth”)

April 1-5, 2008 + Hyatt Regency Louisville in Louisville, KY (Archdiocese of Louisville)

PLEASE PRINT:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: (_____) _____ E-MAIL: _____

(ARCH)DIOCESE / (ARCH) EPARCHY / OTHER: _____

NATURE OF THE DISPLAY: _____

PLEASE NOTE:

1. **SET UP:** No one will be allowed to set up until the Conference Committee gives its clearance. All displays will be set up and taken down at the designated times. Removal of materials is the responsibility of the exhibitor. **Set-Up Times are: April 1– 7:30 to 9:00 p.m. and April 2 – 8:00 a.m. to 8:30 a.m.**

2. **DISPLAY HOURS:** **April 2 – 8:30 a.m. to 11:30 a.m. Take Down: April 2 – 11:30 a.m. to Noon**

3. **TABLE/BOOTH:** Display area will be limited to one table and two chairs. Tables will be set up and covered by hotel staff. If you plan to decorate your table, please specify materials you would like to use and attach the information to this reservation form. (*FIRE MARSHALL APPROVAL IS REQUIRED PRIOR TO APPROVAL OF YOUR DISPLAY.*) No electrical hookups (TV-VCR, etc.) or music.

4. **ATTENDENCE ESTIMATE:** Bring handouts for **150**. No items are to be sold.

5. **FOOD OR DRINK:** If food or drinks are to be handed out, please specify with an attachment to this reservation form. (*Hotel and Conference Committee approval is required.*)

6. **SUPPLIER/VENDOR INFORMATION:** Space is limited. Contract and Reservation Form must be requested from: NCCSConference@nccs-bsa.org or write to NCCS[®] Conference Display, ATTN: Michael J. Kosiba, P.O. Box 320636, Tampa, FL 33679-2636 or phone / fax (813) 839-4644. **Set-up Time is: April 1 – 10:30 a.m. Take Down is: April 3 – 10:45 a.m. to 11:30 a.m.**

7. **(ARCH)DIOCESAN / (ARCH)EPARCHY-INDIVIDUAL-STANDING COMMITTEE EXHIBITORS:** Reservation Form should be sent to: KB3CPV@ARRL.NET or write to NCCS[®] Conference Display, ATTN: Mike Conlon, 17 Birch Avenue, Glen Burnie, MD 21061-2013 or phone (410) 760-8484.

8. **RESERVATION DEADLINE:** **February 15, 2008.** Requests after this date will be reviewed and honored only on space available basis.

9. **NOTES:** Any other information about your display that would be helpful to the Conference Display Committee.

