



March 7, 2022

Dear Partner in Ministry,

The pastoral, lay, and advisory delegates of the English District-LCMS congregations which are located across the United States and in Ontario, Canada are meeting in convention Monday, June 20 through Wednesday, June 22. The convention will be held on the campus of Concordia University, 4090 Geddes Road, Ann Arbor, Michigan 48105.

We would be honored to have your attendance and participation through the vendor exhibit opportunity as noted in the enclosed information and registration form. Please make your check payable to the English District-LCMS and include it with your registration form and display contract and mail them no later than April 30, 2022, to:

English District-LCMS
Attn: Exhibitor Registration
33100 Freedom Road
Farmington, MI 48336-4030

We will send you an acknowledgement and receipt for your records.

Please note, because we are guests of the university, building space is reserved for convention activities. Vendor exhibits will be located immediately outside the main conference area under a large tent that offers drop sides for protection in the event of any unpleasant weather conditions.

In addition to the English District-LCMS convention, the Michigan District-LCMS and the Ohio District-LCMS will be having their conventions at Concordia University, Ann Arbor in June. The Ohio District-LCMS convention will be June 22-24 and the Michigan District-LCMS convention will be June 26-28, 2022. Please visit their respective websites www.michigandistrict.org and oh.lcms.org for further information regarding their conventions.

If you have any questions, please call me at 248-476-0039 ext. 212. Continued blessings as you serve Him.

Yours in Christ,

Natalya H
Convention Exhibitors Coordinator





English District of The Lutheran Church—Missouri Synod Ministry Tent - Exhibitor Display Contract

This contract is entered into this day by and between The English District of The Lutheran Church—Missouri Synod (English District-LCMS) and exhibitor listed below (exhibitor) concerning exhibit space for the *English District Convention 2022*. English District-LCMS is an Illinois Nonprofit Corporation with its principal place of business at 33100 Freedom Road, Farmington, MI 48336.

General Convention Information

The Convention will be held from Monday, June 20 through Wednesday, June 22, 2022 at Concordia University, 4090 Geddes Road, Ann Arbor, Michigan. Exhibit space will be contracted for the days Monday, June 20 and Tuesday June 21. Additional convention information is available on the District's website at <https://englishdistrict.org/events/57th-english-district-convention>.

IT IS AGREED:

- 1. Exhibitor Display** Subject to the terms and conditions hereof, English District-LCMS hereby agrees to provide the exhibitor with space under the Ministry Tent Monday, June 20 and Tuesday, June 21. Said space will be 9 feet x 9 feet or 9 feet x 5 feet and supplied with two chairs and one covered table. The location of the space shall be assigned by the English District-LCMS. Other furnishings will have additional expenses (electricity, additional tables, chairs, etc.).
- 2. Fees** Exhibitor display fee is \$375; electricity is available for an additional \$40. A discounted fee of \$175 will be offered to non-profit organizations that derive 75% or more of their income from gifting. Each representative from an organization must register and pay a \$25 registration fee. Conference meals are also available for a fee and will be served with delegates. Representatives already registered as voting/advisory delegates and/or guests do not need to pay a registration fee.
- 3. Installation of Display** The exhibitor shall set up its display in its assigned space between the hours of 8:00 am and 11:00 am on Monday, June 20. In the event the exhibitor fails to install its display by 11:00 am on Monday, June 20, the English District-LCMS may, without notice to the exhibitor, terminate this contract without refund and reassign the contracted space. All decorative materials, flags, signs, equipment, and other such items installed by the exhibitor in its space shall comply with all ordinances, rules, and regulations relating to fire safety promulgated by the City of Ann Arbor, by Concordia University Ann Arbor, or other legal authority.
- 4. Display Hours** The exhibitor agrees to have its booth staffed during **ALL** hours of operation. The Ministry Tent is scheduled to be open:

Monday, June 20 - 11:00 am to 6:00 pm

Tuesday, June 21 - 9:00 am to 6:00 pm

Ohio District Convention will begin Wednesday, June 22
- 5. Assignment and Use by Others** The exhibitor shall not assign its rights herein nor permit any other person, firm, or corporation to use any portion of its assigned space without written consent from English District-LCMS.
- 6. Food and Beverage Distributions; Sales of Items** Sodexo Food Service at Concordia University is the exclusive provider of food and beverages for the convention. Exhibitors may not sell food or beverages anywhere on Concordia University property. Exhibitors that offer non-food items for sale at the Convention must comply with all governmental regulations, including having a sales tax license on location.
- 7. Exhibitor Responsibility** The exhibitor shall be solely responsible for safeguarding all property of the exhibitor in its space or at any time located elsewhere at the conference site and the exhibitor waives all claims against the City of Ann

Arbor, Concordia University Ann Arbor and the English District of The Lutheran Church—Missouri Synod, and holds all persons, firms, and corporations associated therewith harmless from any and all liability and expense arising out of or in connection with any claims, demand of cause or action resulting in whole or in part from the act of the exhibitor or its representatives or from the exhibitor's use and occupation of its space or acts thereto.

Exhibitor shall be liable for all damages to property and equipment (normal wear and tear excepted) and personal injury caused directly by and to the extent of the acts, errors, or omissions of exhibitor, its agents, and employees. Exhibitor will secure and provide insurance coverage for such liability.

8. **Failure to Provide Display Space** In the event the English District-LCMS fails to provide the exhibitor with space as herein required for any reason whatsoever, including without limitation fire, strike, cancellation of the conference, or cancellation of any underlying agreement, the English District-LCMS shall promptly refund any fees paid to the English District-LCMS and the same shall be accepted by the exhibitor as liquidated damages for all loss or damage suffered by the exhibitor from such failure.

9. **Special Restrictions** The English District-LCMS reserves the right to terminate this contract and/or prohibit the installation or operation of any display, any part thereof or any activity in connection therewith which the English District-LCMS, in its discretion, determines to be inconsistent with the character of the convention. The English District-LCMS further reserves the right to issue such rules and regulations concerning the operation of the exhibitor's display as it determines are necessary and appropriate and the exhibitor hereby agrees to abide thereby.

10. **Shipping** If you need to ship boxes, please address them to Concordia University and note "English District Convention 2022" on the boxes. Shipping address: Concordia University, English District Convention, 4090 Geddes Rd, Ann Arbor, MI 48105. Plan to be in the tent at 8:00 am on Monday to receive any boxes you've sent.

11. **Notices and Payment** All notices and payment to the English District-LCMS shall be sent to English District-LCMS, Exhibitor Registrations, 33100 Freedom Road, Farmington, MI 48336-4030 no later than April 30, 2022.

All payments made pursuant hereto shall be by check, payable to: English District-LCMS.

The persons signing below are authorized to sign on behalf of their respective organizations.

Exhibitor: _____

Address: _____

Phone Number: _____

Signature: _____ Date _____

Print name and state title: _____

English District-LCMS

Sally Naglich – Treasurer
Business/Finance

Date



57th District Convention - English District-LCMS
 Concordia University Ann Arbor
 June 20-22, 2022

| For Office Use Only | |
|------------------------------------|-----|
| \$ | / / |
| <input type="checkbox"/> Confirmed | |
| <input type="checkbox"/> Invoiced | / / |
| <input type="checkbox"/> Database | |

Please Print or Type

Organization Name _____

Main Contact _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Registration, Housing, and Meals

Registration Booth representative (name) _____ \$25 Registration

Add'l representative (name) _____ \$25 Registration

Add'l representative (name) _____ \$25 Registration

Registration Total _____

Housing at CUA (Double \$50/person/night, Single \$75/person/night) _____ **Housing Total** _____

Assign roommate Will room together (names) _____

A block of rooms with \$124/night plus taxes conference rates has been negotiated at Doubletree Inn (near the Univ. of Michigan), 3600 Plymouth Road, Ann Arbor. If you choose to stay at the hotel you must call them directly 734-769-9800 to make a reservation or make a reservation online at: [English District LCMS](#). Block will be held until June 1, 2022; ask for English District LCMS.

Other Special Needs (please specify) _____

Meals (Indicate how many for your booth on each line) _____ **Complete Meal Package (\$108.00)**

| | |
|--|--|
| _____ Monday Lunch/Ministry Tent (\$18.00) | _____ Tuesday Lunch/Café (\$18.00) |
| _____ Monday Dinner/Cafe (\$23.00) | _____ Tuesday Dinner/Café (\$23.00) |
| _____ Tuesday Breakfast/Café (\$13.00) | _____ Wednesday Breakfast/Café (\$13.00) |

Meal Total _____

Exhibit Space—Ministry Tent

The Ministry Tent will be placed on an asphalt parking lot. Please make note of the various options below.

Placement Preference Please choose one. We will honor preference on a first-come, first-served basis.

- Exhibit space on side aisle of tent 9' wide x 9' deep
- Exhibit space on center aisle of tent 9' wide x 5' deep (table must be placed no more than 2.5' from back divider)

For-Profit Exhibit Fee (\$375) includes one table with linen covering and two chairs..... _____

Non-Profit Organization Exhibit Fee (\$175) includes one table with linen covering and two chairs..... _____

Electricity (\$40)..... _____

Extra table (side aisle only) (\$30)..... _____

TOTAL AMOUNT DUE _____

Please note that this registration form must be accompanied by a signed contract and payment in the form of a check made payable to: English District-LCMS with *Convention Exhibit Fee* in the memo.

Mail to English District-LCMS, Attn: Exhibitor Registration, 33100 Freedom Road, Farmington, MI 48336-4030

If you have questions, please contact Natalya at 248-476-0039 or NatalyaH@englishdistrict.org.

Visit our website www.englishdistrict.org for more information.

Registration forms, Contract and Fees due no later than April 20, 2022