

## **Delaware-Maryland Synod Assembly Planning Committee**

### **POLICY STATEMENT CONCERNING ELIGIBILITY TO BE GRANTED DISPLAY, EXHIBITION AND VENDOR SPACE AT THE ANNUAL SYNOD ASSEMBLY**

#### **DISPLAYS**

The various Committees, Mission Teams and Conferences of the DE-MD Synod and organizations associated with (sanctioned by) the Delaware-Maryland Synod or the Evangelical Lutheran Church in America, are eligible to request display space at the annual synod assembly.

*(See Quick Reference in Synod Directory)*

#### **EXHIBITORS**

Those non-profit agencies and organizations that have clearly defined affiliations with the Delaware-Maryland Synod or with the Evangelical Lutheran Church in America are eligible to request exhibit space at the annual synod assembly subject to approval by the Synod Assembly Planning Committee. There will be a fee set for exhibitions. *Exhibitors will pay a fee for space and a table.* These fees must be paid in advance in compliance with Assembly policies. This fee includes one copy of the assembly booklet and packet. The exhibit fee does not include meals. Meals may be purchased at the time of reserving exhibit space.

*(See ELCA Yearbook – Directories)*

#### **VENDORS**

Groups that do not meet the requirements of the above two categories, however may be of interest to attendees of the Assembly. This would include for-profit organizations that provide goods and services to churches. Vendors will pay a fee for space and a table. These fees must be paid in advance in compliance with Assembly policies. This fee includes one copy of the assembly booklet and packet. The vendor fee does not include meals. Meals may be purchased at the time of reserving vendor space

It is understood that the nature of the displays and exhibitions is to be educational and informative and be a vehicle for effectively communicating the group's mission, goals or objectives to the assembly participants. Vendors will be commercial in nature and will be clearly identified as such. Further, vendors will be located separately, if possible, so that confusion will not be made between them and the church related displays and exhibitions. All displays and exhibitions are to be consistent with ELCA position on social issues. The Synod Assembly Planning Committee, at its discretion, may invite groups to have a display/exhibition and/or provide items for sale at the assembly.

The Synod Assembly Planning Committee display coordinator will assign display, exhibit and vendor space to groups and organizations on a space-available basis. The coordinator will also consider the sequence in which the requests have been received. The number of display, exhibition and vendor tables available may vary from year to year based on the location of the assembly. Not everyone requesting display, exhibit or vendor space may receive it due to space limitations or eligibility requirements.

In case of question about granting eligibility for display, exhibition or vendor space at a synod assembly, the Synod Assembly Planning Committee will make the final decision.