Dear PCCCA Member,

Join us in St. Louis for the General Assembly Exhibit Hall June 2018!

Does your camp or conference center have facilities and/or programs that could relate to a more national audience? Whether it is a conference lodge near an airport or a mission camp experience, it can be hard to find ways to reach folks outside of your region.

The General Assembly of the PC(USA) is meeting in St. Louis, Missouri from June 14 through June 20th. This Bi-Annual Event brings more than 1500 attendees including commissioners from every Presbytery across the US. This gets your information in front of Presbyterians nation-wide. Participants are primarily at the General Assembly for committee work and votes on the governance of the church. The exhibit hall serves as a respite from these long and sometimes tedious meetings. You will find people milling about with general more time to talk than at a traditional exhibit hall.

The General Assembly exhibit hall is a good fit for conference centers with a national or regional reach or looking to expand. It is also good for local camps in the region looking to network as many participants come from the local area – in this case, Missouri and Illinois. If this is you, General Assembly may be a good fit for your Center.

The Camp and Conference exhibit space is always a big draw. We have traditionally received prime space with lots of traffic because our engaging booth, equipped with campfire, chairs and friendly faces, is a draw for participants. It becomes a gathering place for conversations. This year we hope to draw several camp and conference centers for a large shared booth. You can join us at a full ($525) or half table ($275) rate. These rates give you access to a full 6 foot table or a shared ½ table with room behind for a self-standing vertical banner. (We do not have room for horizontal banners so plan accordingly.)

**Your Table Setup** - We do not use table top displays boards. We encourage you to bring brochures (flat or in holders), iPads, laptops and give-aways. You want your area to represent you. For example, Montreat often brings a tartan to cover their table, while Ghost Ranch brings items that represent the feel of the Southwest. Remember that a ½ table is 3 feet wide by about 2 feet deep, a full table is 6 feet wide by 2 feet deep.

**Badges/meals** – Your fee includes a badge to enter the hall (two badges if you purchase a full table). The registration does not get you into any conference meals (you can purchase them on site if you want.)

**Housing** – I do not have any information yet but once we book, I will get that to you. Usually there is a discount at a local hotel but that has not been announced yet.

**Travel** – plan on arriving either Wednesday (June 13) or Thursday (June 14). You need to be sure to arrive by set up – see schedule. Packing up occurs late on Wednesday night (June 20) so schedule your flight home anytime on Thursday.

**Set-up Dates**

Thursday, June 14 from 5 – 8 PM

or Friday June 15 from 8-10 AM

**Exhibit Hall Schedule**

Friday June 15 from 2 – 7 PM

Saturday June 16 from 8:30 – 10:45 AM, 12:30-5 PM and 5:30-6:30 PM – private showing, we might not be able to stay…

Sunday June 17 from 1:30 – 5 PM

Monday June 18 from 9 AM – 5 PM

Tuesday June 19 from 9 AM – 5 PM

Wednesday June 20 from 11 AM – 7:30 PM

**Take-down Date**

Wednesday June 20 from 7:30 – 9 PM

**You receive the following:**

• Half of a table ($275) or a full table ($525) for displaying your brochures, giveaways, etc.

• Room behind the table for displaying a vertical banner

• Access to an electrical outlet

• One exhibitor nametag (2 with full table)

• A place to ship your booth materials so you will not need to pay handling charges to the hotel staff who set-up the exhibit hall

**We have the following expectations of camps and conference centers who are part of the joint booth presence:**

• Your site is a current member of PCCCA.

• The items on your display table be no more than 18” high.

• If you bring a banner, it needs to be a vertical one (we don’t have room for horizontal banners).

• When the representatives from other camps and conference centers are away from the booth, you do your best to share their materials when attendees come see us in the exhibit hall.

• You have a representative present at the booth for at least half of the exhibit hall hours, and during set-up and take-down.

• You agree to not pack up early or arrive late with your exhibit hall materials.

Registration is happening now! The registration materials have just been released. Please contact me as soon as possible. Your verbal or email “reservation” will serve as your covenant to pay the $275 or $525 after the Office of Camp and Conference Minstries purchases the booths. You will be sent an invoice for this charge in the coming months. If you need to cancel, I will work with you to find another site to take your spot. If we can’t find a replacement, we are unable to give your camp or conference center a refund. I have tried to cover all of the aspects of this opportunity in detail.

If you have any questions, please contact me at **502-403-9363 or brian.frick@pcusa.org**.

I hope to see you in St. Louis in June.

Peace,

Brian