

CONSERVATIVE CONGREGATIONAL CHRISTIAN CONFERENCE

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From: Rev. Stephen Burkett, 71st Annual Gathering Display Chairman
The Congregational Church in North Chelmsford
P. O. Box 128
North Chelmsford, MA 01863

Re: EXHIBITORS' PARTICIPATION in the 71st Annual Gathering of the Conservative
Congregational Christian Conference

WARM CHRISTIAN GREETINGS! On behalf of the Annual Gathering Program Committee, and the Conservative Congregational Christian Conference as a whole, we extend a cordial invitation to you to participate in our 71st Annual Gathering, July 9-12, 2019, at the University of St. Thomas in St. Paul, Minnesota.

Exhibitors have found in past years that a colorful and informative display has proven to be a distinct benefit to their ministries. We welcome your participation this year. We are anticipating that our attendance will exceed 400 registrations from across the United States. A number of delegates from other nations will be present as well.

Here are a few guidelines to help facilitate your participation.

1. LOCATION: Exhibits will be on **6 foot (Please note)** tables located in the foyer just off of Woulfe Alumni Hall on the 2nd floor of the Anderson Student Center. Woulfe Alumni Hall is the location where our main sessions will be held.
2. ADVANCE SHIPMENT OF MATERIALS:
All items must be scheduled to arrive on June 28 or after. Earlier receipts may be subject to a daily storage fee. There is no receiving available on Saturday/Sunday.

If by USPS, FEDEX, UPS: mail to:

Dan Taylor, University of St. Thomas, Mail #5049,

2115 Summit Avenue, St. Paul MN 55105, Attn: CCCC/Exhibitor name

If by Freight or special Courier: Ship/Mail to:

Central Receiving Cretin at Summit Avenues, 2115 Summit Avenue,

St. Paul MN 55105, Attn: Dan Taylor/CCCC/Exhibitor name.

3. ELECTRICITY: If you do use electricity, please bring all needed extension cords, hook-up adapters, etc. to ensure that your display will work.

4. DISPLAY SET-UP / TAKE-DOWN: Exhibits may be set up at any time 1:00 – 4:00 pm on Tuesday, July 9. “Official” display opening is set for 4:00 pm that afternoon, so you will want to be completely set up by then. Exhibits must be taken down and packed away between noon - 2:00 pm on Friday, July 12.
5. APPLICATION FOR DISPLAYS: Please complete the enclosed application form for display space and send your application, proof of at least one adult registration confirmation for the full conference and table fee to Rev. Steve Burkett, P.O. Box 128, North Chelmsford, MA, 01863. **Please make checks payable to “CCCC Annual Gathering”. And again, please note that at least one adult registration confirmation for the full conference must accompany the application and fee. Thus exhibitors must register for the Annual Meeting separately with the CCCC national office at the website www.cccusa.com after being approved by me.**
6. LODGING AND FOOD: If you want to have lodging at the Annual Gathering site on campus at the University of St. Thomas, or at one of the nearby hotels, please note the instructions on the application form. All conference attendees and displayers will be responsible for their own room reservations and meals.
7. DEADLINE FOR DISPLAY APPLICATIONS: Postmarked by May 25, 2019. Early registration for the Annual Gathering must be completed or postmarked by May 31, after which a \$40 late fee will be added to the registration fee.

Thank you very much for considering a display at the 71st Annual Gathering of the Conservative Congregational Christian Conference. I look forward to hearing from you!

Yours in Christ,

Rev. Steve Burkett

Please note: If you have any questions, please feel free to contact me!

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