



To: United Church of Christ Thirty-first General Synod Exhibitor Invitees

From: Jan Gomoll, General Synod Exhibit Hall Coordinator

Join us June 30 – July 4, 2017 for the United Church of Christ’s Thirty-first General Synod at the Baltimore Convention Center located in the heart of the city’s historic Inner Harbor seaport and tourism area! It is my pleasure to invite you to reserve your space in the General Synod Exhibit Hall at the Convention Center where you will connect with over 3000 event participants!

The Baltimore Convention Center is located approximately twenty minutes from Baltimore-Washington International Airport. The venue is within a third of a mile walking distance to the following hotels that we have contracted at the special discounted rates listed below.

- Hilton Baltimore (\$179.00)
- Hyatt Regency Baltimore Inner Harbor (\$169.00)
- Marriott Inner Harbor at Camden Yards (\$149.00)
- Renaissance Baltimore Harborplace Hotel (\$149.00)
- Holiday Inn Inner Harbor (\$139.00)

These discounted hotel rates are **ONLY** available through the online housing bureau, a link to which will be available on the UCC General Synod website. Hotels will not accept reservations through direct phone calls. **The General Synod 2017 online registration site (including the link to housing reservations) is now open.**

General Synod Exhibit Hall booth space is sold in 10 ft. x 10 ft. blocks. The charge for the first block is \$525.00 and the charge for each additional adjoining block is \$375.00. General Synod exhibitor move-in will take place from 11:00 a.m. to 7:00 p.m. on Thursday, June 29, 2017 and continue on Friday, June 30 from 8:00 a.m. to 11:30 a.m. The Exhibit hall officially opens at noon on Friday. We will begin our hall take-down on Tuesday, July 4 at noon.

We are pleased to announce the continuation of the following policies that were initiated at the previous Synod:

- A graduated registration fee structure is based on how early you register. Registration fees vary from \$225.00 to a maximum of \$247.50.
- The UCC Board of Directors has voted to discount the General Synod registration fee for those exhibitors who will primarily sell items at Synod, as opposed to those who will mainly provide information and resources. The Board recognizes that vendors usually represent small independent businesses that do not have financial backing from a larger organization. Consequently, such exhibitors who will devote 90% of their booth to sales

are offered a discounted registration rate of \$100.00 and will be placed in the Market Place.

Please take the following steps to officially register for General Synod, reserve your exhibit space, and make your housing reservations.

- Visit www.ucc.org/synod. Click the Registration button. **Select as your registration type “Visitor-Full Event.”** Continue to follow the prompts to complete your registration. When you reach the payment page, just before you select a credit card for payment you will see a box for a Discount Code. **Only if 90% of your booth is devoted to sales, enter this discount code: GS2017VENDOR100. The code must be in all caps with no spaces.** The code will adjust your payment due amount so that you will receive the vendor discount registration rate of \$100. **Only the person who sends in the Booth Request Form with payment will use the discount code. The vendor discount is limited to only one vendor per exhibitor space**
- After you have registered for Synod, if you are the person paying for the exhibit space, please complete the attached Exhibit Hall Booth Reservation Form. In the space provided on the form, record the General Synod registration confirmation number that you will receive via e-mail after registering for Synod online. **(You must register for General Synod before you reserve your booth space.)** Use the form to order your booth space and to provide a description of your exhibit which will be used to determine if your booth will be located in the Market Place area of the Exhibit Hall, which is reserved for exhibitors who will primarily sell items at Synod, or in other areas with similar types of exhibits.
- **Return your Exhibit Hall Booth Reservation Form with your payment** for booth space to Jan Gomoll, 700 Prospect Ave., Cleveland, Ohio 44115 **no later than March 31, 2017.** Make checks payable to the United Church of Christ.
- Reserve your hotel by clicking on the Housing link that appears on the e-mail confirmation that you will receive after registering for Synod online.

Note: Exhibit Space reservations will be processed in the order in which they are received. Requests for space will be accepted after March 31, 2017 if space is still available.

General Synod Registration Cancellation

- If you cancel from the time of your registration to Sunday, April 30, 2017 you will be refunded your registration fee minus \$50.00.
- If you cancel from Monday, May 1, 2017 to Thursday, June 29, 2017 (the day prior to the start of General Synod) you will be refunded your registration fee minus \$100.00.
- No refunds will be made after Thursday, June 30, 2017 (the start of General Synod).

The General Synod Agenda is still being developed as details are finalized. Please visit the UCC General Synod website, www.ucc.org/synod regularly for the latest information.

If you have any questions, please feel free to contact me at gomollj@ucc.org, or by phone at 216.736.3809 or toll free at 866.822.8224 Ext. 3809. I look forward to welcoming you to Baltimore and the Thirty-first General Synod of the United Church of Christ!