



GENERAL SYNOD 2017 • UNITED CHURCH OF CHRIST

June 30 – July 4 • Baltimore, Maryland

May 3, 2017

Dear United Church of Christ General Synod Exhibitor:

We look forward to welcoming you to the Baltimore Convention Center (BCC) for the June 30 – July 4, 2017 General Synod of the United Church of Christ! Exhibitor move-in will take place from 11:00 a.m. – 7:00 p.m. on Thursday June 29, and from 8:00 – 11:30 a.m. on Friday, June 30. The Exhibit Hall opens at noon on June 30. Please find attached important exhibitor notes and regulations including move-in information, BCC labor policies, free wifi, BBC food and beverage rules and more. I have also attached an Exhibit Hall schedule, exhibitor booth number assignments, and the following two forms that **must be returned to me by May 15, 2017:**

- ***Booth Sign and Description Form***

Be sure to include your 2-3 sentence booth description on the form.

- ***Reduction in Number of Tables, Chairs, & Wastebaskets Form***

Each UCC General Synod exhibitor will receive one complimentary six ft. table (30” high), two chairs and one wastebasket for each 10 ft. x 10 ft. space purchased. You will complete this form if you would like **fewer** tables, chairs, and/or wastebaskets. Additional furniture styles may be ordered from forms posted online in the Exhibitor Kit.

I will send to you the final Exhibit Hall floor plan indicating booth locations as soon as we receive approval from the Baltimore Fire Marshall.

Exhibitor Kit Online - Order Forms

An Exhibitor Kit including more information and various order forms (AV, electrical connection, floral items, labor, etc.) is posted at www.ucc.org/synod. Simply scroll down to the heading “General Synod 2017 Exhibitors” and click on “Exhibitor Kit”. You will submit each form and payment directly to the provider, as indicated on the form. Please carefully review each of the order forms and informational documents. Be sure to note all deadlines and payment policies. Strict adherence to these deadlines and policies is of utmost importance.

Particularly of note:

- **Sales Tax License**

Exhibitors selling a product or merchandise to the general public or large private groups will be responsible for collecting the 6% Maryland Retail Sales Tax. These exhibitors are required to have a 30-day license from the State of Maryland. If you already have a State Sales Tax License, you are required to display a copy of it at your booth.

All inquiries should be directed to:

Comptroller of the Treasury - State of Maryland, Retail Sales Tax Division

301 West Preston Street, Room 404, Baltimore, Maryland 21201
410-767-1540/1543

- **Cart Service**
See the ***Cart Load Service Order Form*** to order cart service for assistance with unloading and reloading of show materials at the loading dock (\$99.00 if ordered before June 22, 2017). This service includes unloading up to 10 cartons/items at the loading dock, delivery to your Exhibit Hall booth, and re-loading and moving items back to the dock during exhibitor move-out.
- **Credit Card Processing**
See the ***Internet-Telecom Service Agreement Form***. For credit card processing you may need to order a single or dedicated analog telephone line (\$315-\$325 if ordered prior to June 14, 2017). Please direct your questions to M.C. Dean Building Intelligence at 410-649-7097.
- **Food/Beverage Sampling**
Please note that the BCC allows exhibitors to give out bite sized individually wrapped candies, mints, etc. However, the distribution of any other types of samples requires the submission of a Sampling Form. Beverage samples (limit of 4 ounces) and food items (limit of two ounces) require a ***Centerplate Sampling Form and Certificate of Insurance*** to be submitted three weeks prior to General Synod. See the ***Centerplate Sampling Form*** in the Exhibitor Kit for details.
- **Vacuuming/Wastebasket Collection**
The BCC does permit exhibitors to bring in their own vacuum cleaners. However, remember that you must order electrical connection for your booth in order to plug in your vacuum cleaner. There are no wall outlets. If you do not bring your own vacuum and would like your exhibit space to be vacuumed and your wastebasket emptied daily, please be sure to complete the ***Request for Exhibitor Cleaning Services Form***.

If you have questions about any of the services of any of the providers, please communicate with them directly. Contact information is included on their respective order forms posted in the Exhibitor Kit.

Carpet/Table Coverings/Table Skirts

- The Exhibit Hall floor, including all booth spaces, will be covered with blue carpeting with black specs.
- Pipe and drape will be white and royal blue.
- Booth tables will be covered in white with blue skirts.

Registration Materials

If your name appears on the Booth Reservation Form that you submitted, please come directly to the Exhibit Hall during the Exhibit Hall move-in times to pick up your credentials and General Synod registration materials. All others staffing your booth will pick up these items at the registration table on level 300 near the Pratt Street entrance to the Baltimore Convention Center. Registration opens Thursday, June 29 from 2:00 to 7:00 p.m. and will open on Friday, June 30 at 8:00 a.m.

Exhibitor Ribbons

Exhibitors will have full access to the Exhibit Hall during move-in times, all Exhibit Hall hours of operation, and move-out times. Exhibitor identification ribbons will be distributed to each exhibitor on-site during the Exhibit Hall move-in. (You may request a few extra ribbons if others will be assisting you in your booth.) All exhibitors must wear the Synod badge holder (that you will receive with your registration materials) with the exhibitor ribbon attached. Your exhibitor identification ribbon will give you access to the Exhibit Hall each day 30 minutes prior to opening to visitors so that you can “set up shop” before Synod attendees arrive and 30 minutes after closing so that you can tidy up displays after they depart. However, due to safety and security concerns, the convention center requests that exhibitors be in the Exhibit Hall when it is closed only when necessary.

Booth Visibility

Be sure not to obstruct the view of other booths as you place your items in your space. Items placed above the 3 foot high side pipe and drape at the entrance of your booth should not block the visibility of adjoining booths.

General Synod Detailed Information

For a complete guide to General Synod visit www.ucc.org/synod. Here you will find information about airport options, transportation, event schedules and programs, and many more Synod related materials.

Thank You!

Thank you for helping to make this important and exciting gathering of the United Church of Christ a success! Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,
Jan Gomoll

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