

## GUIDELINES FOR DISPLAY SPACES AT MEETINGS OF GRACE PRESBYTERY

Our Standing Rules contain the following information:

1.5.4 *The ministries of Grace Presbytery, the Synod of the Sun and the General Assembly may request and be assigned display booth space during Presbytery meetings, as feasible. These are to be for the purpose of information sharing, not fund raising. Because there are so many ministries of local congregations within the Presbytery, individual space cannot be allotted. The Presbytery Council may elect to provide a general table for congregations to use to place material about their ministries. Exceptions to these standards would require approval of the Presbytery Council; requests for an exception must be received in the Presbytery Office in time to be included in the packet mailed prior to Council meetings.*

As we plan meetings of presbytery we seek to set aside space for display booths for all eligible groups that request such space. This means that host congregations must provide tables (often borrowed or rented), set them up and arrange for them to be taken down, and provide space in what is usually a crowded facility.

- ★ In the past, groups have requested space and then not used it
- ★ In the past, groups requesting space have not given us adequate notice
- ★ In the past, groups have arrived that had not requested space expecting to display items
- ★ In the past, groups have reserved space and then not used it during the registration time period when people are most free to view displays

In order to be fair to everyone concerned, requests for display space must be in the presbytery office a minimum of fourteen days prior to a meeting of presbytery. (We will not honor standing requests). Each request should describe the group making the request, the person in charge of the display (with phone number and cell number, where possible) and some estimate of the space needed. Space is always limited; we will do our best to comply with your request.

We ask that displays be set up at least an hour before the beginning of the meeting and be left until after the meal at one day meetings and through mid-morning of the second day at two day meetings.

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### DISPLAY SPACE REQUEST

Mail to: Stated Clerk, 6100 Colwell Blvd, Suite 100, Irving, TX 75039-3148 or fax at 214-637-6324  
Or email: [margaret@gracepresbytery.org](mailto:margaret@gracepresbytery.org)

Name of Group \_\_\_\_\_

Date of Presbytery Meeting \_\_\_\_\_

three feet    six feet    eight feet    I need electricity

Person who will set up display \_\_\_\_\_ Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Date \_\_\_\_\_