

 **General Synod 2019**

 **June 21 - 25 Milwaukee, Wisconsin**

Date: September 7, 2018

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

From: Jan Gomoll, General Synod Exhibit Hall Coordinator

Join us June 21 – 25, 2019 for the United Church of Christ’s Thirty-second General Synod at the beautiful Wisconsin Center located in downtown Milwaukee, Wisconsin (approximately 10 minutes from General Mitchell International Airport). It is my pleasure to invite you to reserve your space in the General Synod Exhibit Hall at the Wisconsin Center where you will connect with over 3000 event participants!

**General Synod Housing**

The Wisconsin Center is located less than one-half mile walking distance to the following hotels that we have contracted at thespecial discounted rates listed below (before tax).

* Courtyard by Marriott Milwaukee Downtown ($159.)
* Doubletree by Hilton Milwaukee Downtown ($159.)
* Fairfield Inn & Suites by Marriott Milwaukee Downtown ($152. – includes free breakfast)
* Hampton Inn & Suites Milwaukee ($139. - $159. – includes free breakfast)
* Hilton Milwaukee ($159.)
* Hyatt Regency Milwaukee ($179.)
* Spring Hill Suites Milwaukee Downtown ($149. – includes free breakfast)

**Exhibit Hall Schedule**

Exhibitor Move-in: Thursday, June 20, 2019 from 11:00 a.m. to 7:00 p.m.

Friday, June 21, 2019 from 8:00 to 11:30 a.m.

Exhibit Hall Opens: Friday, June 21, 2019 at 12:00 p.m.

Exhibitor Move-out: Tuesday, June 25, 2019 from 12:00 to 8:00 p.m.

All exhibits are expected to remain intact and be staffed during all Exhibit Hall hours until noon on June 25. The General Synod Agenda is still being developed. Daily Exhibit Hall hours will be communicated as soon as the Synod agenda is finalized. Please visit the UCC General Synod website at [**www.synod2019.org**](http://www.synod2019.org) regularly for the latest information.

**General Synod Fees - Exhibitor Registration - Exhibit Space Reservation**

Exhibitors may now register for General Synod *and* reserve exhibit space all online in one easy paperless process with payment by credit card.

* **All exhibitors and anyone assisting exhibitors in the Exhibit Hall must register for General Synod.** A graduated registration fee structure is in place. The registration fee is $225. from November 12, 2018 through February 28, 2019. On March 1, 2019 the registration cost goes up to $250.
* The UCC Board of Directors has voted to discount the General Synod registration fee for those exhibitors (designated as vendors) who will primarily sell items at Synod (90% of exhibit time), as opposed to those who will primarily provide information and resources. This discounted registration fee for vendors is $100.
* Exhibitors will use a credit card to reserve exhibit space during the online General Synod registration process. Exhibit space is reserved in 10 ft. x 10 ft. blocks. The charge for the first block is $525. and the charge for each additional adjoining block is $375. Each block includes 1 covered table, 2 chairs, and 1 wastebasket. Any request for change in your original online exhibit space reservation must be made via Jan Gomoll at gomolllj@ucc.org.

**How to Register, Reserve Exhibit Space & Reserve Housing**

Please take the following steps to officially register for General Synod, reserve your exhibit space, and make your housing reservations **beginning Monday, November 12, 2018**.

* Visit [**www.synod2019.org**](http://www.synod2019.org). Click on the “**Registration” link** and follow the instructions. **Select “Exhibitor” as your registration type only if you are the person who will actually pay for the exhibit space with a credit card during your registration process. Otherwise, select “Visitor” as the registration type.** If you have selected “Exhibitor” because you will pay for the exhibit space, you will be required to provide a brief description of your exhibit as you would like it to appear on the Synod App.
* Once you have provided your exhibit description, you will be able to reserve and pay for exhibit space. As mentioned above, this space is reserved in 10 ft. x 10 ft. blocks. Simply select the number of blocks that best meets your exhibit needs**.** Exhibit space reservations are made in the order in which they are received. Early reservations are encouraged since the Exhibit Hall usually sells out. Exhibit fees will only be refunded in full if it is determined that we are unable to accommodate your exhibit.
* After you have completed your online Synod registration, you will receive a confirmation email message with a link to make and pay for your hotel reservation. Please note that the discounted hotel rates listed above are ONLY available through this link to the Milwaukee online housing bureau. Hotels will not accept reservations through direct phone calls.

**General Synod Cancellation Policy**

If you cancel your General Synod registration and exhibit space reservation by May 31, 2019, you will be refunded your registration and exhibit fees minus $100. We are unable to provide refunds after May 31, 2019.

If you have questions, please do not hesitate to contact me at gomollj@ucc.org or by phone at 216-736-3809. I look forward to welcoming you to the Thirty-second General Synod of the United Church of Christ.