



MC²

Midwest Conference on Missionary Care

Exhibitor Guidelines

Do you or your church have a product, service, training program, or have something beneficial to offer that would enable churches to care well for their missionaries? If you have something worthwhile to promote for missionary senders and missionaries, you are invited to host an exhibitor table. *Reserve your space by Feb. 3 (first come, first served).*

Questions? Contact Mary Ann Anderson, Exhibitor Coordinator:
(651) 500-1433 or maryann.anderson@actionintl.org

Planning for the Event

- After you register, please contact Mary Ann regarding your specific needs (electricity outlet, space for a floor stand, tabletop display, chair, etc.)
- Display space will be 4' x 2' (half of an 8' table).
- There are also a few 6' tables that you can inquire about.
- If you are bringing your own table or display, please coordinate that with Mary Ann.

At the Event

- **Friday:** Arrive by 3:00 pm to set up. Be ready by 4:30 pm (doors open to attendees).
- Enter through the Main Door prior to 4:30 pm. After 4:30 pm, use Exit Door 2 to the north (right) of the main entrance (see church map). Mary Ann will meet you in the Activity Hall to guide you to your display area.
- Do not change your designated location without consulting Mary Ann.
- The exhibitor tables will be shared so please keep items on your designated half of the table.
- Your boxes and containers should be stored underneath or behind your table, not in front of any table. This will reduce trip hazards and keep the exhibitor hall looking orderly.
- While engaging in a conversation with someone at your table, stand in front of your table or at the side (if there is space). Please be mindful of your neighbor and don't stand in front of their display.
- **Saturday:** Take your display down by 3:30 pm.