



Pacific Southwest District of the Church of the Brethren

Russ Matteson, District Executive Minister

May 10, 2018

To: FIELD(Organization)
FIELD(ADD1)
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FIELD(CITY) FIELD(ST) FIELD(Z)-FIELD(Z4)

From: Karen Pierson, Program Committee Chair & District Conference Moderator

RE: Reserving Exhibit Space at the Pacific Southwest District Conference

Where: Hillcrest
2705 Mountain View Dr, La Verne CA 91750
www.pswdcob.org/distconf

When: November 9-11, 2018

"Focus on Jesus!" Matthew 14:29-30 is the theme for the 2018 District Conference which will be held at the beautiful Hillcrest campus in La Verne, California.

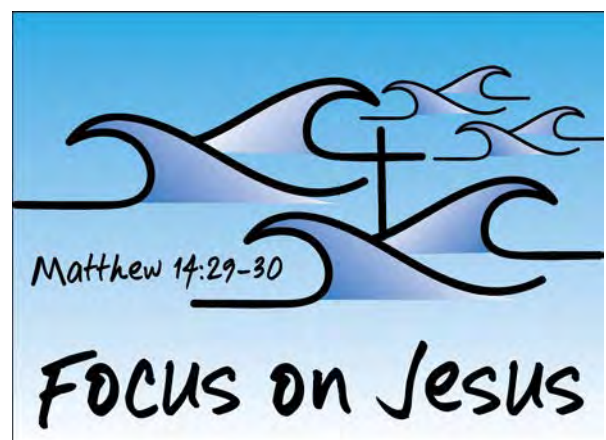
You are invited to participate in the exhibit area of the Pacific Southwest District Conference. Attendees to the conference will have time to explore the exhibit area from 3:00 to 9:00 p.m. on Friday, from 8:00 a.m. to 8:30 p.m. on Saturday. If you would like, a representative from your organization is welcome to be present at the booth during those times (this individual would need to register for conference). The exhibit area will be available beginning at 9:00 a.m. on Friday, November 9 for setup. Exhibits need to be taken down following Saturday Worship on November 10.

This letter is being sent to churches of the PSWD and Brethren agencies in case they may want to have a display to highlight a ministry area that congregations would benefit from learning about.

We wish to maximize our exhibit space and accommodate as many organizations as possible. The standard space will be a tabletop display that is 2' wide by 4' long (approximately half of an 8' banquet table.) If you need access to electricity for your display let us know on the attached form and we will do our best to accommodate your request. Also, if you will be selling any goods, we ask that you have someone at your exhibit at all times.

If your organization is interested in securing exhibit space at the 2018 PSW District Conference the *Request for Exhibit Space* form enclosed with this letter must be returned to the District Office, PO Box 219, La Verne CA 91750 by September 1, 2018.

We look forward to your reply.



Pacific Southwest District Conference
November 9-11, 2018 at Hillcrest in La Verne, California

Request for Exhibit Space

Each person / group requesting exhibit space for District Conference must complete this form. District Conference 2018 is being hosted by Hillcrest in La Verne, California.

All requests must be postmarked by September 1, 2018.

| | |
|--|--------|
| Name of Requesting Group: | |
| Person Responsible for the Exhibit / Display: | |
| Address: | |
| Phone () – | Email: |
| Brief Description of Exhibit / Display: | |
| Name of person(s) tending the Exhibit / Display: | |

Yes No We will use the suggested “Science Fair Display Board” (dimensions 36" x 48"), which are free standing, to be placed on tables, with table space in front (12" x 24") for hand-out materials.



Exhibitors are responsible for securing their exhibit

Will materials be distributed? Yes No

Will items in exhibit be for sale? Yes No Will exhibit be free standing? Yes No

Will you need electricity? Yes No (Remember to bring your extension cords!)

To provide adequate space, and a possible electrical outlet, please indicate with an “X” any equipment you hope to bring:

Music Player , DVD Player , Computer , Projector , Screen

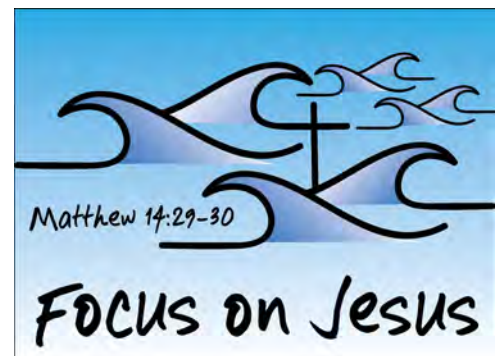
Other _____

The exhibit area will be open for viewing from Friday, November 9, to Saturday, November 10, 2018. Exhibit space is limited, please respond early. Exhibits must be self-contained.

I have read and agree to the attached *PSWD Guidelines for Exhibit Space and Literature Distribution*.

Return this form postmarked by September 1, 2018 to:

PSWD Exhibit Coordinator
Yvonne Belcher
PO Box 219
La Verne CA 91750-0219



Pacific Southwest District of the Church of the Brethren
District Conference Guidelines
For Exhibit Space and Literature Distribution

PURPOSE: District Conference exhibits are primarily for the purpose of information and interpretation of District, denominational, and related agencies.

While District Conference is a forum bringing together Brethren with a variety of interest and opinions, it is not a public forum like the “public square” where practically no limits on speech and activity are permitted. We come together as a Christian communion – that part of Christ’s Body called “The Church of the Brethren” – which calls for some discipline as to the kinds of activity and information permitted. In academic and secular settings, constitutional rights and the need for stimulation of clashing ideas will be protected; at District Conference, we come as those already affirming that Christ is Lord and we are convened as the faithful people of God.

In light of traditional views about non-resistance, for example, it would be inappropriate to extend exhibition space to the Army recruitment office or events urging war or military action. Nor would it be appropriate to provide space and a forum for persons promoting atheism or the banning of Bibles. Clearly, some limitations for use of space are appropriate.

As the group charged with responsibility for planning and organizing District Conference activities each year, the District Conference Program Committee is faced with trying to establish appropriate limits. It has adopted the following statement of policy as to limits:

All information and literature distributed by exhibitors should be compatible with authorized District Conference activities and in support of the unity of the body. District Conference Program Committee reserves the right to restrict the distribution of information or literature which it judges threatens the unity of the body.

In some cases, like the examples used above, there are such clear Church of the Brethren statements or traditions that the correct decisions are easily made. In other cases, the decisions are not as clear.

The following guidelines will be applied by the District Conference Program Committee as it seeks to evaluate requests for space.

1. Priority will be given to exhibits of District and denominational programs and agencies which are directly connected to those programs which support the ideals, purposes, and principles of the Church of the Brethren.
2. All printed material will be distributed to the delegates and to others within the arena where business is being conducted only by Conference appointed tellers and ushers and with the approval of the District Conference officers.

3. No person or group, other than District Conference Officers or District Board of Administration is to distribute literature or use space in the Conference facilities except by authorization of the District Conference Program Committee.
4. No person or group having authorization for space or distribution of literature shall extend the use of that authorization to others or use it for the distribution of literature of others without prior consent of the District Conference Program Committee. Unauthorized use of space may cause the forfeiture of the right of the authorized user.
5. Unless literature or other information is clearly similar to materials or information traditionally distributed by exhibitors at District Conference, it must be cleared by the District Conference Program Committee.
6. The Program Committee may restrict or exclude exhibitors or materials which:
 - Conflict with Annual and District Conference statements;
 - Appear to lobby for particular action on business pending at District Conference (this is not intended to prevent the distribution of information on the issues);
 - Disrupts or threatens to disrupt the Bond of Peace, the Unity of the Body, by personal criticisms, disparagement of others, or lack of kindness to those with differing views;
 - Goes beyond the scope of activities for which the particular exhibitor or organization is authorized.
7. Sales are limited by those groups meeting the above standards and special approval from the District Conference Program Committee 60 days prior to District Conference. Groups selling articles will accept full responsibility for the security of the items and any monies involved.
8. Any objection to decisions of the District Conference Program Committee can be appealed, in writing, to District Executive Board. The decision of the District Executive Board is final.

Adopted by District Conference Program Committee
February 20, 2012

Affirmed by Executive Board
April 13, 2012