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FILLING IN THE FORM

This form can be filled out and saved for later editing, printing, or emailing. To fill out this form, position your cursor within a light blue field, click and begin typing. When you have completed a field, tab or click to the next. Periodically save your work. The first time you may be prompted to save with a different file name; you may name your file anything you want. If you include your name in the file name, that will make it easier to identify your file among other submissions. To ensure success, fill out a small portion of the form, save and exit. Open the form again and verify that your entries were saved.

STILL HAVING TROUBLE FILLING OUT AND SAVING THIS FORM?

If you are still having trouble completing and saving this form, please contact the Synod office.



Display and Assembly Announcement Request Form

2022 Montana Synod Assembly

Billings Hotel and Convention Center Billings, MT

June 2-4, 2022

Please fill out this form and email or send back to Colter McCarty
cmccarty@montanasynod.org or 1221 24th St. S. Great Falls, MT 59405

Deadline for Request, April 30, 2022

Organization/Ministry: _____

Address: _____

Email: _____

Phone: _____

Contact Person: _____

Display Table Host: _____

I am requesting display space at the Montana Synod Assembly, **June 2-4, 2022**, at the **Billings Hotel and Convention Center in Billings**. I have the following requests:

- Electricity
- Only need 1/2 table for my display
- I have a free-standing display and only need a floor space
- Other (please specify) _____

Cost per table is \$50 for the duration of the assembly (display fee waived for Synod congregations, boards and committees). A check payable to Montana Synod for \$50 must accompany this request. Or click here to

I understand that:

1. Display space will be given on a first-come, first-served basis.
2. I will provide my own equipment. I am responsible to set up and dismantle the display.
3. Your display will be in an open area and there is no security for items left overnight.
- 4. Nothing can be affixed to either the walls or the ceiling without the express permission of the display manager.**

Any questions should be directed to Colter McCarty, cmccarty@montanasynod.org



Video Greeting to the Assembly

If your ministry or organization would like to submit a 1-4 minute video that may be shown during breaks in the assembly and put on the Partner Ministry page on our website. Please send them to: cmccarty@montanasynod.org

Videos must be:

- Less than 5 minutes unless requested otherwise
- Minimum resolution - 480p
- Maximum resolution – 1080p
- No 4k videos will be accepted

Assembly Sponsorship

I would like to partially sponsor brunch on Saturday in the amount of: _____

I assume the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to my display, equipment, and other property brought upon the premises of the Billings Hotel and Convention Center and shall indemnify and hold harmless the **Billings Hotel and Convention Center** and its employees, and the Montana Synod of the ELCA and its employees from any and all such losses, damages and claims.

Signed: _____ Date: _____

Any questions should be directed to Colter McCarty, cmccarty@montanasynod.org