



DISPLAY REQUEST FORM
2019 Montana Synod Assembly
Heritage Inn, Great Falls, MT May 31 – June 2, 2019

Print out and return this form and check to: Colter McCarty, Display Manager,
 1221 24th St. S, Great Falls, MT 59405

DEADLINE FOR REQUEST: *April 30, 2019*

ORGANIZATION _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ E-MAIL _____

CONTACT PERSON _____

WHO WILL HOST YOUR DISPLAY TABLE? _____

I am requesting display space at the Montana Synod Assembly, **May 31 – June 2, 2019**, at the **Heritage Inn** in Great Falls, MT. I will need the following:

- _____ Electricity
- _____ I will only need ½ table for my display.
- _____ I have a free-standing display and **will not need a table** or any set-up, just 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.

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.**
5. 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 Best Western Heritage Inn and shall indemnify and hold harmless the **Best Western Heritage Inn** and its employees and the Montana Synod of the ELCA and its employees from any and all such losses, damages and claims.

Signed _____

Date _____