

*Spirit Breathed;
Spirit Blown*



**2024 Central States
Synod Assembly**
June 6-8, 2024

Embassy Suites
10401 S. Ridgeview Road,
Olathe, KS 66061

VENDOR Registration / Request for Display Table

Vendors and display tables are an important part of the Central States Synod Assembly! This year display tables will be located in lobbies of the Salon ballrooms. It is the Synod's policy that all vendors/display tables must be approved by the Central States Synod prior to the Synod Assembly. CSS ministry partners and ELCA related organizations (as listed on the CSS website) receive automatic approval.

All Non-Ministry related VENDORS must seek approval by the Central States Synod Council. Please submit your Vendor Registration/Request for Display Table by May 1, 2024 to Cynthia Schnaath (cjselca@aol.com). Please attach a one page summary which explains the purpose, vision and structure of the whole organization. Include whether the organization has a Not-for-Profit status and website information. This will enable the Synod Council to have a better understanding of the mission of your organization. The Synod Council will act on these requests during the Executive Committee meeting in May. You will be notified of their decision by email. If approved by Synod Council, then a request for payment will follow at the appropriate time. It's best to submit your Vendor Registration paperwork early for a Display Table as space will be limited.

The deadline for Vendor Registration/Request for Display Table—Registration Forms is May 1, 2024. Vendor registration is available by either printed form (check payment) or online (credit card payment). Please send to: Central States Synod, 420 West 14th Street, Suite 101, Kansas City MO 64105; or by email to cjselca@aol.com.

Organization/Agency _____

Address _____ City/State _____ Zip _____

Organization Website _____ Phone _____

Exhibitor Contact Name _____ Email _____

Will this person be setting up/tearing down the display? _____ If no, please provide name and contact information of the on-site representative. _____

Purpose for Display Table and Items for Display _____

Vendor Registration & Display Table Fees	Registration Fee
CSS Ministry Partner (Includes Vendor registration & Display Table)	<input type="checkbox"/> \$100.00
ELCA Related Organization Vendor (Includes Vendor registration & Display Table)	<input type="checkbox"/> \$185.00
Non (CSS/ELCA) Ministry Related Vendor (Includes Vendor registration & Display Table) Synod Council approval required	<input type="checkbox"/> \$225.00
Additional Charge for Electric	<input type="checkbox"/> \$25.00
Additional Charge for 2nd Person with Vendor (For additional person at Display Table) Name of additional exhibitor (for name badge purposes): _____	<input type="checkbox"/> \$85.00
TOTAL AMOUNT DUE:	\$ _____

Pictures and Videotaping: The Central States Synod, ELCA will be taking pictures and videotaping at the Assembly. By registering for this event, you give the Synod and churchwide units permission to use your image and comments in educational, informational, and promotional materials in a variety of media including electronic media.

Housing Reservations: Must be made separately with Embassy Suites/Olathe Conference Center, Olathe Kansas. May 6, 2024 is the deadline to receive the hotel's special Assembly rate of \$157.00++ per night. Please note hotel requirements regarding changes and cancellations. Hotel reservation link is on the Synod Assembly webpage

Refunds: All requests for refunds must be submitted in writing by May 20, 2024. Registrations cancelled prior to May 20, 2024 will receive a refund (minus a \$50.00 processing fee). All approved refunds will be issued following the conclusion of the Synod Assembly. Please send written cancellation request to the Synod office by email at: bgodwin@css-elca.org

Thank you for your interest in Vendor Registration/Display Table at the Synod Assembly. Upon receipt of your request form and payment, you will receive a confirmation notice via email by May 15, 2024. We look forward to working with you at the CSS Synod Assembly! If you have any questions, please contact the Synod office at 913-948-9701 or Assembly@css-elca.org

Visit www.css-elca.org/assembly for additional information.