

## **Policy: Prepared to Serve Exhibitors**

The New Hampshire Conference of the United Church of Christ (NHCUCC) values its relationships with those groups and agencies that are connected by covenant to the ministries of the NHCUCC. Acknowledging that a major opportunity for education and promotion of our common mission occurs during the annual Prepared to Serve (PTS) event, this policy seeks to clarify our policy regarding exhibitors at PTS, as well as the generally held expectations for such exhibitors.

- While we will make every effort to accommodate every request to exhibit at PTS, please remember that a limited number of tables are available for your use. Priority will be given to those Ministries, Mission Groups, or organizations that are part of or affiliated with the NHCUCC. This means that they will be given the first opportunity to register and reserve space in the exhibit area.
- United Church of Christ agencies and entities as listed in the current Yearbook of the United Church of Christ will be welcome to provide exhibits during PTS.
- Mission partners of the United Church of Christ are also welcome to apply to exhibit at PTS, and will be considered as remaining space allows.
- As space allows, those vendors whose services strengthen the life of our congregations and authorized ministers will be given space to exhibit.
- All groups and individuals will be charged the Exhibitor's fee as outlined in the Invitation to Exhibit. The PTS Planning Committee, in consultation with the Conference Ministry Staff, is authorized to make determinations about potential exhibitors who do not meet the specific criteria listed above. Decisions of the PTS Planning Committee are final.

*August 2016*