



# Northeastern Ohio Synod Evangelical Lutheran Church in America

God's work. Our hands.

## Memo

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TO: Assembly Display Persons

FROM: Larry Fenton, Assembly Planning committee ([Larry77@centurylink.net](mailto:Larry77@centurylink.net))  
Sony Gilroy, Assembly Planning Coordinator ([sgilroy@neos-elca.org](mailto:sgilroy@neos-elca.org))

DATE: March 12, 2018

RE: 2018 Northeastern Ohio Synod Assembly  
June 8-9, 2018 at the John S. Knight Center, 77 E. Mill St., Akron, OH 44308

Greetings from the Northeastern Ohio Synod as we prepare for the 2018 Synod Assembly!

A fillable PDF display registration form for this year's synod assembly has been attached to this e-mail. If you wish to register online or pay with a credit card (cc payments are only available with online registration) click on the following link:

<http://events.constantcontact.com/register/event?llr=lulv9pbab&oeidk=a07ef5nlxud3d24ae1a>

Displays will be in Exhibit Hall I. Your prompt return of the registration form will be greatly appreciated to help us plan. You must return your form no later than **May 15** to insure that your table will be included in the display listing in the assembly materials.

**Set-up will be from 1-4 p.m. on Thursday, June 7.** (No assembly business will take place that day, only set-up.) Take-down will happen immediately at the close of the assembly on Saturday afternoon. If you need to set-up or take down at times other than those designated, please email that information to Sony Gilroy ([sgilroy@neos-elca.org](mailto:sgilroy@neos-elca.org)).

Information about the Knight Center is available at <http://www.johnsknightcenter.org>. To view floor plans and load in/load out information view "Exhibitors" at the top of the website.

Please note that the **\$175 "Onsite Display Person" registration fee includes** registration for **one** person. This fee includes the display space; one 8' covered and skirted table; and meals. The cost for **additional display person(s)** tending the display will be \$125 and they **must submit a "Display Person" registration form**. Any display person that is also attending as a voting member to the assembly **MUST** submit an "Assembly Registration" form. Assembly registration forms can be found at <http://www.neos-elca.org>.

Preassembly materials will be available at <http://www.neos-elca.org>, and can be down loaded after May 7. An assembly app is also available for download.

If you have any questions, you may contact Larry Fenton, Assembly Planning committee ([Larry77@centurylink.net](mailto:Larry77@centurylink.net)) or Sony Gilroy, Assembly Planning Coordinator ([sgilroy@neos-elca.org](mailto:sgilroy@neos-elca.org)).

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