

Rotary District 5020

2017 District Training and Conference

House of Friendship Display Request Form

The House of Friendship provides display area for clubs wishing to share information about and promote club projects. We invite you to join us and share what your club is doing! The committee will determine which projects will receive display space following the request deadline.

|  |  |
| --- | --- |
| Club Name: |  |
| Contact: |  |
| Email: |  |
| Cell Phone: |  |

**Display Information**

*There is no cost for display space. We do require that a minimum of three people from the requesting club register to attend the conference and are available to man the display table at the appropriate times.* Each display area can be set-up with a six-foot table and white linen. Any AV needs including laptops, monitors, extention/powercords, etc. must be supplied by the club setting up the display. Wifi will be available and the code can be provided to you during set-up.

**Please tell us the topic of your display and /or a brief description:**

|  |
| --- |
|  |

Do you want a table in your area? Yes No

Do you require access to power? Yes No

**Set-Up / Tear Down**

Set-up can occur anytime on Thursday May 4th. We will have an opening session on Thursday evening, Training sessions all day on Friday and the Conference all day on Saturday including a gala dinner. The House of Friendship will be in the foyer of the main ballroom. Display materials can be removed Saturday evening or Sunday morning before 11:00 am.

**Do you have any special requests or needs we should be aware of?**

|  |
| --- |
|  |

**House of Friendship Request Deadline: March 15, 2017**

**Send Form to: Charlie Averill at** [**Averill98110@yahoo.com**](mailto:Averill98110@yahoo.com) **/ Phone: 206.842.9899**

Please indicate ‘Rotary House of Friendship’ as your email subject line. You will receive an email confirming the receipt of your application within three days. If you do not receive conformation please re-send the email or contact Charlie to verify receipt.