



Policy for Displays at Synod Assembly

Updated February 8, 2024

The purpose of displays at the Southeastern Minnesota Synod Assembly is to celebrate, educate, inform, lift up, and invite participation in ministries of the Southeastern Minnesota Synod and the Evangelical Lutheran Church in America.

Display space is allocated, as physical space allows, to:

1. Partner organizations of the synod. (Those financially supported by synod through mission support dollars.)
2. Agencies and institutions related to the synod.
3. Tables, task forces, and committees of the synod.
4. Units and ministries of the ELCA.
5. Ecumenical ministries affiliated with and approved by the synod.

No display space will be available for organizations that have no official relationship to the ELCA.

Guidelines:

1. Display tables or spaces are available to those defined above based on the number of tables the display area is able to accommodate, as determined by the Assembly Planning Team (APT) and staff assembly liaison.
2. Space will be reserved on a first come first honored basis.
3. Location of tables and spaces will be assigned at the discretion of the APT and synod office staff.
4. Requests from commercial enterprises are generally denied to protect the non-profit status of the synod. Rare exceptions may be granted if the Executive Committee determines that the enterprise will not impinge upon the synod's non-profit status.
5. Displays that do not relate to the mission or purpose of this synod, are offensive in nature, or inflammatory in purpose will be denied presence as determined by the Executive Committee or APT.
6. There is no cost to reserve space for display.
7. If display attendees wish to partake in meals and beverages, they must pay a cover fee.
8. Display tables do not include a tablecloth or skirt.
9. Display tables must be attended by someone from the group at all times during the event.
10. The contact person requesting the space is responsible for the set up and removal of the display in a timely manner. Nothing may be affixed to either the walls or ceiling of the facility. Anything left in the display area after the event will be discarded by facility staff.
11. Set up will begin prior to the event. A schedule with specific times for display setup and removal will be sent to you by office of the bishop staff member.
12. The synod and facility management will not be responsible for loss, theft, or damage to display items.

Sale of items during assembly:

1. Keynote speakers, Bible study presenters, workshop presenters, and assembly musicians are generally not allowed to sell merchandise of any sort in public areas of the assembly.
2. The Executive Committee may grant an exception to no. 1 under special circumstances. (E.g. a congregation selling items to benefit the ministry and mission of the ELCA, such as fair trade products.)

Process for granting display space:

1. The APT and office of the bishop staff will solicit displays from appropriate agencies and organizations.
2. Reservation requests will be accepted until the deadline stated on the synod website as determined by the APT and office of the bishop staff.
3. Office of the bishop staff will review the requests according to the above guidelines.
4. Organizations will be notified of acceptance or rejection after the deadline.
5. Appeals concerning decisions may be made to the APT or Executive Council.