Institute of Liturgical Studies
Valparaiso University
Exhibitor Space Request
April 9-11, 2018

Contact Person & Name on Exhibitor Badge _____

Company Name _____

Company Address _____

City, State and Zip Code _____

Phone _____Fax _____

E-mail _____

Space is available on a first come, first served basis at a flat rate of $50 table(s) reservation fee. Check payable to Valparaiso University.

How many tables? _____ (8 ft) How many chairs? _____

Terms & Provisions

- Setup can begin on Monday, April 9, 2018, at 8:00 a.m. in the Harre Union. Per first come, first first serve you will be located either in Ballroom A or your table will be located outside ballrooms, in the atrium overlook area on second floor of Harre Union near the top of the stairway.
- All displays and materials must be properly packed and labeled for shipment or removed from the Harre Union by 9:00 p.m. on Wednesday, April 11. Any materials not properly packed and labeled or removed by 9:00 p.m. will be discarded.
- Arrangements for materials to arrive and/or be returned are the responsibility of the Exhibitor and should not arrive any sooner than Monday, April 9, 2017 to the Harre Union building's address on the Exhibitor letter.
- The Institute and Valparaiso University are not responsible for lost or stolen items.
- Exhibitor's transport their materials themselves if they do not ship materials.

Please do not ship materials to the Institute address on 1600 Chapel Drive.

To reserve your space at the 2018 Institute, please fax this sheet to 219-464-5046, or e-mail to Doreen (e-mail address listed below) & then mail your $50.00 check payable to Valparaiso University via U.S. Mail to:

Doreen Olguin-Flores, Institute of Liturgical Studies
Valparaiso University
1600 Chapel Drive, Helge Center, Room 112
Valparaiso, IN 46383

For more info., call Doreen Olguin-Flores (219-464-6514) or e-mail: Doreen.Olguin-Flores@valpo.edu