

VALPARAISO UNIVERSITY

INSTITUTE OF LITURGICAL STUDIES

Dear Exhibitor & Greetings from Valparaiso University.

October 30, 2018

We invite you to reserve your space at the Institute of Liturgical Studies conference, taking place on April 29 - May 1, 2019. Exhibit space will be available in the Harre Union building. As in the past, space is available on a first come, first served basis, and location will be determined when we receive your \$50 table reservation fee. We are pleased to offer you continued complimentary registration to the Institute as an exhibitor.

The Institute is offering optional Institute Seminars on Monday, April 29, from 1:00 – 4:00 p.m., and officially begins with a Welcome & Introductions at 6:00 p.m. and then Opening Eucharist at 7:00 p.m. that day. We encourage you to set up your exhibits beginning at 8:00 a.m. on Monday and remain open until 7:30 p.m. A majority of those attending will likely pick up their registration materials on Monday afternoon and evening.

The final plenary session is scheduled to end at 2:45 p.m. on Wednesday, May 1st and the final worship service, the Closing Eucharist, begins at 4:30 p.m. The banquet will be held in the Community Room in the Library building on Wednesday evening to begin at 6:00 p.m., so you may wish to keep your exhibit up through early Wednesday evening. There are no sessions or services on Thursday.

Please alert me 48 hours before your shipment arrives if you are planning to ship materials to campus and should arrive no sooner than Friday, April 26th. The shipping address is:

Institute of Liturgical Studies Conference
1509 Chapel Drive, Suite 120
Valparaiso IN 46383

Suite 120 is the Union Administration office so when we get a package for an exhibitor, we can have it stored for the group. We will have a space reserved for the boxes to be stored once they arrive, but only starting on Friday, April 26th through the weekend and through the event dates. All exhibits must be prepared for return shipment by Wednesday evening, 9:00 p.m. and can be stored in a secure area in the Union in Ballroom A. To reserve your space, please return the “Exhibitor Space Request” form by January 15, 2018. Again, tables are reserved on a first come, first served basis.

For additional information on the Institute and to view the 2018 schedule, please see the website at www.valpo.edu/ils. Please call or e-mail me if you have any questions. I look forward to seeing many of you this coming year. Blessings during this fall season.

Doreen Olguin-Flores
Institute of Liturgical Studies Administrator
Valparaiso University
E-Mail: Doreen.Olguin-Flores@valpo.edu
Office: 219-464-6514
Fax: 219-464-5049