

**Pilgrims of Faith  
Marian Center  
(PFMC)**

A Religious Association, Inc.  
Non-Profit and IRS Code 501(c)(3)  
Tax Exempt

<http://www.geocities.com/pilgrimsfaith>



*Marian Center*

Kathleen and Keith Werner  
Co-Directors **PFMC**  
Epiphany House, 61 Cooper Road,  
Voorhees, NJ 08043-4963  
PHONE: (856) 768-9228  
FAX: (856) 768-9428  
e-Mail: [PFMCkmw@comcast.net](mailto:PFMCkmw@comcast.net)

**MINISTRY / VENDOR DISPLAY APPLICATION  
RETREAT CONFERENCE (RC) 4-6 February 2005 and / or  
3 DAY EXTENSION (3DX) 7-9 February 2005**

NAME 1: \_\_\_\_\_ NAME 2: \_\_\_\_\_

NAME 3: \_\_\_\_\_ NAME 4: \_\_\_\_\_

NAME of MINISTRY / BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Electricity: Yes \_\_\_ No \_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone Line: Yes \_\_\_ No \_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

The **Pilgrims of Faith Marian Center (PFMC)** respects that you are a **ministry** or a **Christian vendor** and does not charge any percentage of your earnings during the **RC** or **3DX**. Please indicate by circling the above events for which you will be present. Those staying for both **RC** and **3DX** are grouped together in the **Foyer** area (see enclosed diagrams). The **table charges** shown below defray the cost that the hotel charges us for the **table set up with skirts**. The **1-2 table charge** includes **registration for 1 person**. **3-4 tables** includes **registration for 2 persons**. **5-6 tables** includes **registration for 3 persons**. **7 tables or more** includes **registration for a maximum of 4 persons**. **All ministry / vendor display applications must include all information including names, address, city and state, zip, phone, fax, and e-mail, if available**. **All persons coming with a ministry or vendor beyond those covered by table charges must fully register for the desired events**. **Dates of each person's attendance must be stated**. **Any ministry or vendor table requests not made in advance may not be accommodated on the day of arrival**. **Be accurate in expressing your needs including electricity and phone lines as tables must be positioned near power or phone outlets**. **Displays will NOT include priced material displayed by the PFMC in Crystal Ballroom**.

1-2 (Circle one) SKIRTED TABLE(S) @ \$50 EACH FOR RC = \$ 50.00 or \$100.00

1-2 (Circle one) SKIRTED TABLE(S) @ \$50 EACH FOR 3DX = \$ 50.00 or \$100.00

3 or More (Insert # \_\_\_\_\_) SKIRTED TABLES @ \$25 EACH FOR RC = \$ \_\_\_\_\_

3 or More (Insert # \_\_\_\_\_) SKIRTED TABLES @ \$25 EACH FOR 3DX = \$ \_\_\_\_\_

ENCLOSED IS CHECK # \_\_\_\_\_ FOR AMOUNT OF \$ \_\_\_\_\_ OR

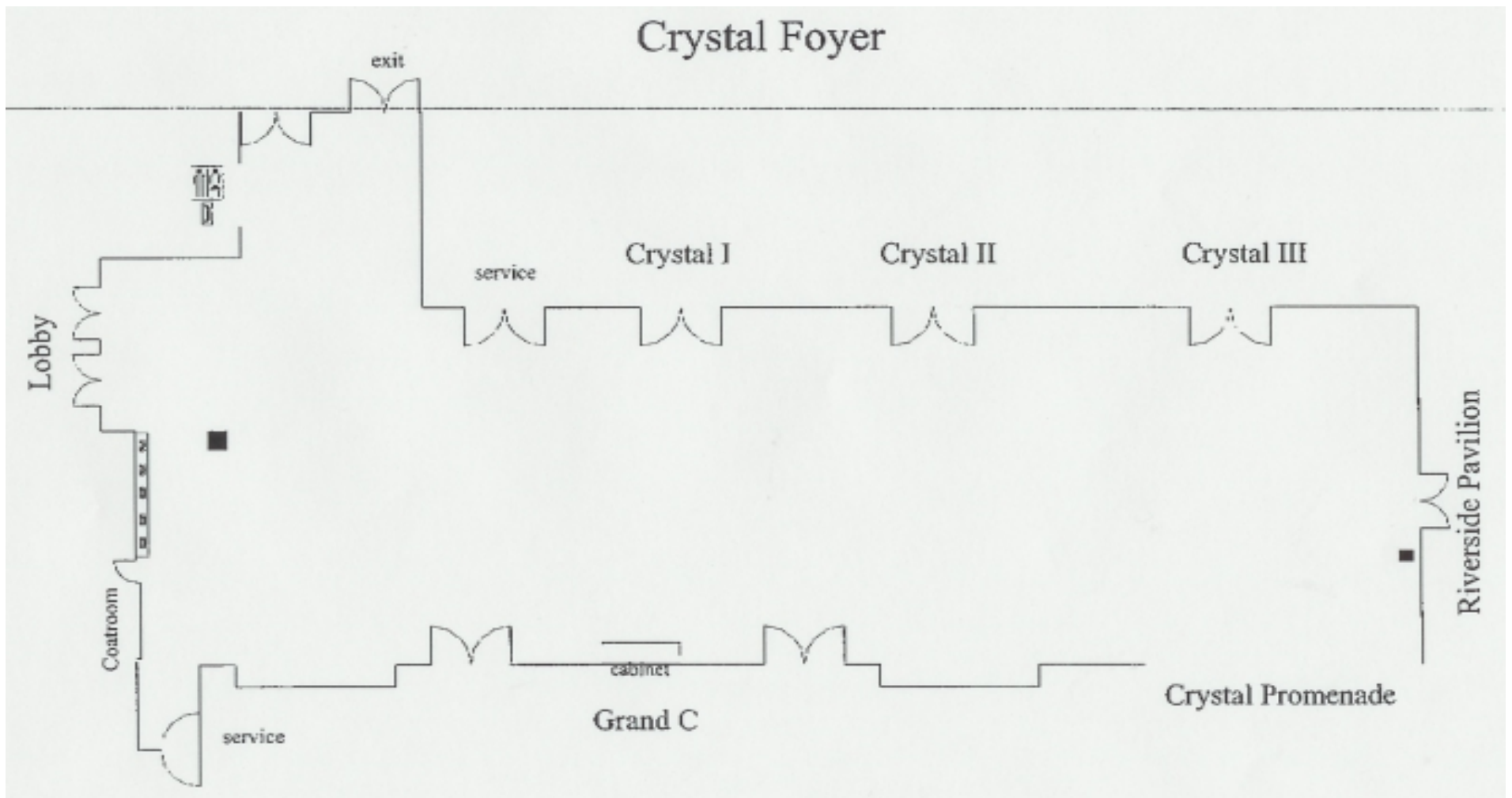
CHARGE MY DISCOVER, MASTER CARD, or VISA (CIRCLE ONE)

# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ EXP: \_\_\_\_\_ / \_\_\_\_\_

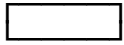
I promise that all materials displayed will be in keeping with good Christian and Roman Catholic principles and not match priced materials displayed by the **PFMC** volunteers in the Crystal Ballroom. My displays will be closed and I will cease vending / talking when each session (music) starts. I will wait for the end of each session prior to reopening my displays. Should I not comply, I may be asked to close up my tables and possibly to leave the RC and / or 3DX.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

These diagrams of the **Crystal Foyer** (this page) and **Promenade** (next page) in the **Hilton Hotel, Cherry Hill, NJ** are provided to assist us in planning the arrangement of tables for the ***Pilgrims of Faith Marian Center (PFMC)*** registration activities (normally far left in the **Crystal Foyer**) as well as ministry and vendor displays. Traffic will be primarily from the **Crystal Foyer** into **Grand Ballroom C**. The stage will be in **Grand Ballroom B**. As attendees become more familiar with the layout they will venture down the **Crystal Promenade** and use the **Grand Ballroom Doors A and B**. If the silence desired is maintained in the **Crystal Foyer** and **Promenade**, the doors between **Grand Ballroom A, B, and C** and the **Crystal Promenade** may remain open. If not, they will be closed. You are asked to sketch on these diagrams your desired location and table arrangement. The table arrangement and location will be met to the best of our ability. Those who are staying for all six days will be given preferential treatment for locations in the **Crystal Foyer**. Except for our speakers, locations will be influenced by when these diagrams marked up with your desires are returned to us. Deadline is 1/31/05. See next page for sketching aids.



Available tables are either 18" X 60



or 30" by 60" rectangles



and 4', 6', or 8' rounds



Use sketch symbols like these to indicate both your table layout or arrangement and your desired location.

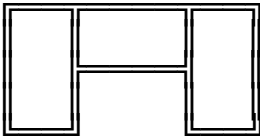
Most people ask for 30" by 60" rectangles



and arrange them in a row:



some go for U-Shape:



or any variation you wish.

Once the tables are set up and skirted they are very difficult to rearrange. Please help us by using these layout sketching aids to show us how you want your tables set up and where you want them.

Don't forget to leave some entry and /or exit points around each group of tables.

Tables cannot be set up directly in front of doors.

The pool side of the Crystal Promenade has windows with sheer curtains on them. This area can be cooler than other areas.

The black rectangles on these diagrams are pillars.

Most of them have power outlets.

Please return these sketches as soon as possible so that we can get your tables located and arranged the way you want them. If possible, please FAX marked up diagram with your sketch or arrangement and location to 856-768-9428.

