



Dear Ministry Partner:

The Reading Berks Conference of Churches invites you to present information on your organization at a table in our Ministry Corridor at the annual RBCC Assembly at the Crowne Plaza Hotel Saturday, January 30, 2010.

This segment of Annual Assembly has been growing significantly over the last two years! This year, the Ministry Corridor will be located in one third of the ballroom. You will be provided with a skirted table and two folding chairs in a 10-foot space. Cost will be \$100 which includes two dinner tickets, a \$70 value.

Annual Assembly will include two workshop sessions this year; the first beginning at 1:00pm, the second beginning at 3:00pm. Each workshop will last one to one and a half hours. Pre-dinner worship will begin at 5:00pm, with the announcements and invocation at 5:30.

In order to make the most of your time, we are asking all exhibitors to arrive between 1:00 and 1:30, and be completely prepared for visitors to the Ministry Corridor by 2:00pm. We anticipate traffic in the Ministry Corridor at the following times:

- 2-3:00pm – (medium traffic) both early arrivals for the second workshop session & those leaving the first workshop session
- 3-4:00pm – (light traffic) very early arrivals for dinner and some workshop attendees
- 4-5:30pm – (heavy traffic) all workshop attendees, and pre-dinner arrivals
- 8:30-9pm – (light traffic) after dinner event

We ask each exhibitor to have two persons to staff their table. Those persons will also attend the dinner. We recommend that you have a one-page flier about your organization available for those who wish to learn more about it at their leisure or to share contact information.

Because space is limited, the tables will be made available on a first-come basis, so your prompt response is advised. Please return the attached form with \$100 payment to the RBCC at PO Box 957, Reading, 19603 by December 4, 2009. A confirmation letter with final details will be mailed to all exhibitors in the week of Dec. 13.

If you have any questions, please feel free to contact me.

Sincerely,

Claire Young
For the RBCC Annual Assembly Committee