



March, 2018

Dear NWD Convention Vendor,

We are looking forward to your presence at the June 3rd & 4th LCMS North Wisconsin District Convention! Here are some additional details to assist you in your planning:

- If you ordered an electrical outlet, ***please remember to bring an 8-10 ft. three-pronged extension cord and a power strip if needed.***
- Upon arrival you will be directed to your booth area. If you ordered a meal following Sunday evening's worship service at Mount Olive, we will have a meal ticket for you.
- The convention schedule is as follows:

Sunday, June 3rd

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| • 10:00 a.m. | Vendor Set-up |
| • 1:30 p.m. - 4:00 p.m. | Vendor Exhibits Open |
| • 4:00 p.m. - 7:00 p.m. | Vendor Exhibits Closed |
| • 4:30 p.m. | Opening Worship at Mt. Olive Lutheran Church, Weston
(Dinner to follow if pre-ordered) |
| • 7:00 p.m. - 9:30 p.m. | Vendor Exhibits Open |

Monday, June 4th

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| • 8:00 a.m. | Vendor Exhibits Open |
| • 5:15 p.m. | Convention Closing |

- If you are shipping boxes prior to the convention, please adhere to the following guidelines:
 - Mail boxes to: Attn – Andrea Stoiber, Central WI Convention + Expo Center, 10101 Market Street, Rothschild, WI 54474.
 - There is someone in the building Monday-Friday 8am-2pm if at all possible to keep between that timeframe. Andrea is happy to make adjustments to schedules if she knows ahead of time to accept a package.
 - Please send Andrea an email letting her know what you will be shipping and the planned date/time of arrival so she knows to be looking for the items being delivered...
andreastoiber@cwconventionexpo.com.
- Please contact Sandie Pagel with any questions: officeadmin@nwdlcms.org or 715-845-8241, x100.

Much joy and peace on your day,

Dennis Johnson, LCEF Vice-President

LCMS North Wisconsin District