

**Approved May 1, 2013**

**Requirements Concerning Booth Space at District Functions**

- All applicants must be either an endorsed Ministry of the UPCI, a affiliated church in the MS District UPCI, a church pastored by a licensed minister of the UPCI in good standing, or a licensed evangelist in good standing in the MS District UPCI.
- An application provided by the District office must be filled out and signed by Pastor, Director of said Ministry or Evangelist, 15 days before an event. The application will include: Ministry and or church name, address, telephone number, person responsible for booth or display, and items to be displayed or sold. No items will be allowed that contradict the general constitution of the UPCI manual.
- An application fee of \$20.00 must be submitted at time of application. An account sheet will be provided and must be filled out and a check for 10% of profits earned returned to the District office no later than 15 days after the event. Anyone failing to comply will not be allowed booth space again.
- When approved for space at said event, a space will be assigned to the applicant and applicant will be notified.
- If anyone sets up a booth or display without following the above guidelines they will be asked to remove items and apply at a later time.
- Department Heads and PPH Book store shall have priority locations if requested prior to deadline.
- Departments having a booth shall pay no fees.
- Any District event where registration is required, all workers must be registered for the conference.