**NYYM Summer Sessions Display Request** *Updated March 2018*

Summer Sessions is a wonderful time for anyone connected to a Quaker-related cause (e.g., NYYM committees, AFSC, AVP, BQEF, ARCH, FCNL, Friends Peace Teams, NYYM Annual Appeals, and Quaker schools, meetinghouses and conference centers) to have display space to inform sessions participants of their work and needs. By “display space” we mean half of or all of a six-foot table.

In order for us to organize display spaces at Summer Sessions arrangements should be made in advance, ideally by July 1st. Request forms, approved by the sponsoring NYYM Committee, should be submitted prior to the start of sessions. There should be someone designated to be responsible for each display. That person will set up and break down the display and will also monitor the space during the week to check that it is in good order.

All displays at YM sessions may include passive fundraising appeals such as envelops that contain invitations to send or pledge money. Seeking cash donations at display spaces is strongly discouraged, especially if the display space is not under constant supervision by a human presence. When supervised, display spaces may include active fundraising. Be sure to include in your display request any need for internet access in order to facilitate your active fundraising. Note that “fundraising” is not to be confused with actively selling items. See the full **Fundraising Policy for NYYM Sessions** for information on the selling of items.

The Sessions Committee’s Display Coordinator will allocate space based on the number of requests received. Notes will be placed on the assigned table for each display. The spaces will not be available for set-up until Sunday evening at the start of sessions.

Non Yearly Meeting organizations and displays that take up larger areas of space beyond a six-foot table need to be approved by the clerk of Sessions Committee, who may bring the request to the committee-as-a-whole for review. Such special requests will be brought to the clerk by the Displays Coordinator and the Coordinator will be in communication with the requester after a decision is reached.

**Please fill out and email this NYYM Summer Sessions Display Request to Karen Snare, karensnare@aol.com, and be sure to also copy office@nyym.org**

**Person Responsible for the Display:**

Committee sponsoring the display:

Committee clerk name and email (to confirm display approval):

How much table space would you like? 6ft 3ft

Additional comments (for example, do you need access to an electric outlet?):