

Florida General Baptist Convention, Inc.
Dr. James Sampson, President



Office of Director of Concessions
1620 Helena Street
Jacksonville, FL 32208
Dr. Robert E. Herring, Sr., Director

January 5, 2018

Dear Brothers and Sisters in Christ:

The 2018 Florida General Baptist Convention will convene in Jacksonville, Florida, on Monday, April 2–6, 2018 at:
Hyatt Regency Jacksonville Riverfront
225 East Coastline Dr.
Jacksonville, FL 32202 (1-888-421-1442 Hotel Reservation)

All meetings will be held at the hotel. The location for vendors will be in the Ballroom Foyer.

All booths are \$300.00 for a 8 x 10 space. Booths will be assigned on a first come bases once the space is paid in full. Please send at least one half of the amount to hold your space. Send check, money order or cashier's check made payable to "The Florida General Baptist Convention, Inc." and mail to Mt. Bethel Baptist Church, 1620 Helena Street; Jacksonville, FL 32208; ATTN: FGBC Concessions, Dr. Robert E. Herring, Sr. **The deadline for full payment is March 12, 2018.** Space is limited therefore; you need to pay in full by the deadline to secure space.

A table with two chairs will be provided, however, you may bring an extra table but it must have a covering with a skirt.

No space will be assigned until we receive full payment. Once full payment has been received, you will receive a packet containing important, helpful information. Please familiarize yourself with the information before arrival. All vendors will have to clean up before you leave. The hotel will charge you \$35.00 per man hour for any clean up by them.

Housing Application is on line. The hotel rate is \$135.00 plus 14.13% sales tax (Total \$154.07). Hotel reservation can be made by one of the following methods:

1. Online by visiting the Florida General Baptist Convention web site at www.FGBCI.org. Use the Hotel link and make reservation using your credit card. **OR**
2. Call hotel to make reservation.

Deadline to make reservations: **March 9, 2018.** Cancellation must be made 72 hours before arrival.

Set up time will be on Monday, April 2, 2018, from 8:00 a. m. until Noon and breakdown Friday morning by Noon.

If additional information is needed, please feel free to call me or my Administrative Assistant, Ms. Helen Curtis at the church, (904) 764-8032.

Thank you.

Dr. Robert Herring, Sr.