



**United Church of Christ 35<sup>th</sup>  
General Synod  
July 11-15, 2025  
Kansas City, Missouri**

I am pleased to invite you to reserve your space in the 35<sup>th</sup> General Synod Exhibit Hall where you will connect with over 2000 event participants! We hope you will join us in Kansas City, MO, July 11 – July 15, 2025, for the United Church of Christ's, Thirty-fifth General Synod! We will meet in the beautiful Kansas City Convention Center located in downtown Kansas City, Missouri (approximately 23 minutes from Kansas City International Airport).

**General Synod Fees - Exhibitor Registration - Exhibit Space Reservation**

All exhibitors and anyone assisting exhibitors in the Exhibit Hall must register for General Synod, please visit <https://generalsynod.org/> to register.

The General Synod registration fee for those exhibitors (designated as vendors) who will primarily sell items at Synod (90% of exhibit time), as opposed to those who will primarily provide information and resources. This discounted registration fee for vendors is \$175 and the registration fee for non-vendors is \$325.

Exhibit space is reserved in 10 ft. x 10 ft. blocks. The charge for the first block is \$600.00 and the charge for each additional adjoining block is \$400.00. Each block includes 1- 6 ft. draped table, 2 chairs, ID sign and 1 wastebasket. Any request for change in your original online exhibit space reservation must be made via Sherri Smith at [smiths@ucc.org](mailto:smiths@ucc.org)

**How to Register, Reserve Exhibit Space & Reserve Housing**

Please take the following steps to officially register and reserve your exhibit space.

Visit <https://generalsynod.org/> Click on the “**Registration**” link and follow the instructions. **Select “Exhibitor”** as your registration type only if you are the person who will pay for the exhibit space with a credit card during your registration process. Otherwise, **select “Visitor” as the registration type**. If you have selected “Exhibitor” because you will pay for the exhibit space, you will be required to provide a brief description of your exhibit

as you would like it to appear on the Synod App. You will have the opportunity to modify your exhibit description after you have completed the process.

Once you have provided your exhibit description, you will be able to reserve and pay for the exhibit space. As mentioned above, this space is reserved in 10 ft. x 10 ft. blocks. Simply select the number of blocks that best meets your exhibit needs. Exhibit space reservations are made in the order in which they are received. Early reservations are encouraged since the Exhibit Hall usually sells out. Exhibit fees will only be refunded in full if it is determined that we are unable to accommodate your exhibit.

After you have completed your online Synod registration, you will receive a confirmation email message with a link to make and pay for your hotel reservation.

### **General Synod Housing**

Upon completion of your registration, you will receive a link to secure your housing. Please note that rooms in our contracted hotels are limited. However, there are several hotels near the convention center.

### **Exhibit Hall Move In/Out Schedule**

Exhibitor Move-in:	Thursday, July 10, 2025: 11:00 a.m.-7:00 p.m. Friday, July 11, 2025: 8:00 to 11:30 a.m.
Exhibit Hall Opens:	Friday, July 11, 2025: at noon.
Exhibitor Move-out:	Tuesday, July 15, 2025: 12:00 - 8:00 p.m.

All exhibits are expected to remain intact and be staffed during all Exhibit Hall hours until noon on July 15th. The General Synod Agenda is still being developed. Daily Exhibit Hall hours will be communicated as soon as the Synod agenda is finalized. Please visit the UCC General Synod website at <https://generalsynod.org/> regularly for the latest information.

### **General Synod Cancellation Policy**

If you cancel your General Synod registration and exhibit space reservation by May 31, 2025, you will be refunded your registration and exhibit fees minus \$100. We are unable to provide refunds after May 31, 2025.

If you have questions, please do not hesitate to contact me at [smiths@ucc.org](mailto:smiths@ucc.org) or by phone at 216-736-3234. I look forward to welcoming you to the United Church of Christ's, Thirty-fifth General Synod..