

## TABLING INFORMATION FOR THE 2010 SOA WATCH VIGIL

Dear Friends,

Thanks to partners like you, SOA Watch continues to make great strides! As a summer filled with new hope and energy cultivated at our first South-North Encuentro in Venezuela winds down, we are looking forward to another gathering at the gates of Fort Benning!

**Which means that it's time to reserve your table space!**

The SOA Watch Vigil is a unique opportunity for organizations working for peace and justice, and other progressive issues, to connect with one another and to reach out to new activists. The distribution of information and the sale of educational materials have become integral to the overall purpose of the Vigil – and all of this happens at the hundreds of tables reserved by organizations like yours.

To reserve a table, please read the information below and follow the instructions attached to the registration form.

### SCHEDULE

We encourage you to submit the request form below for tabling space at the 2010 Vigil. A number of half tables and whole tables are available. **Please reserve your tables quickly as tables are limited.** Tabling will be in the same two locations as last year:

**\*\*\* On Fort Benning Road at the gates of Fort Benning \*\*\***

**Saturday, November 20**

**Set up from 8:00 a.m.-11:30 a.m.**

The police typically only allow tablers to drive to their spaces until 8:30 a.m. At some point the entrance will be closed to vehicles and you will have to carry in your materials. Please table for the entire rally from 11:30 a.m. - 5:00 p.m.

Most tablers have packed up their materials on Saturday night. The tables and chairs themselves are left out overnight. The street is closed Saturday night and there are SOA Watch volunteers on the street all night.

**Sunday, November 21**

**8:30 a.m.-4:00 p.m.**

The solemn procession late Sunday morning plans to process up Fort Benning Road along the line of tables. The procession traditionally lasts about two hours. Tablers must respect the solemnity of the procession, but are not required to close during it.

Tablers are REQUIRED to return their table to a designated location on Sunday afternoon.

**\*\* At the Convention Center, 801 Front Avenue in Downtown Columbus \*\***

**Friday, November 19**

**8:00 a.m.-Midnight**

The Convention Center location attracts thousands of participants for workshops and the Saturday evening benefit concert.

--These tables will be available on a first come first serve basis. Please note important restrictions below under Logistics.

**NOTE: Convention Center tabling is in the "Great Hall" area ONLY (entrance area to the auditorium). It does not include the convention center lobby or lobby hallways.**

**Saturday, November 20**

**8:00 a.m.-11:30 a.m.**

**5:00 p.m.-Midnight**

## DONATION

The Vigil is a very large event and costs tens of thousands of dollars to make happen. This year many of our expenses are higher, such as our stage and sound equipment, our meeting rooms, and more. The Vigil is a public space where speech is free, but the Vigil cannot continue to occur unless its participants participate in the funding.

SOA Watch is proud to provide such a large event where organizations can raise money for themselves, but we need increased financial support from tablers to continue building the Vigil. We suggest the following donation from your organization:

-- If your table will not sell materials, we suggest a donation to the SOA Watch Vigil of **\$225-\$425**.

-- If you are selling materials from your table, we recommend a donation of **\$275-\$675**.

-- ***We request an additional \$125 donation for tables at the Convention Center***

In order to confirm, please send your donation in advance by enclosing a check with your registration or you may pay via debit or credit card by calling the office and providing your name, card number, expiration date and amount.

## LOGISTICS

We plan to place the line of tables along the stage-left side of the street, the same as last year. If that line fills the entire block, we will try to find an overflow location for additional tables. Please return this registration no later than **October 20th**. Late registrations are welcome but we could run out of space after October 20th. By the second week of November you will receive a confirmation with your table number for Fort Benning Road.

Several organizations give some or all of their proceeds to SOA Watch to help with the costs of the event. Every year one vendor donates 100% of her sales of SOA Watch t-shirts to help fund the gathering. We encourage your donations, which are much appreciated and needed.

There's a chance that tabling may not be possible on one or both days due to torrential rain, police complications, etc. As in years past, the tables will be out in the open. Prepare for the elements of wind and rain! If you bring a tent, please consider how you will hold it down if there is a windy thunderstorm. You may not drive stakes into the street surface. Please do not leave tents out on the street overnight if there is any chance of thunderstorms. Because the Vigil goes on rain or shine, we will not be able to return donations if tabling becomes impossible for any reason.

### Convention Center Tabling:

With the exception of the tables in front of the ballroom doors (entire hallway), all tables at the convention center will be available on a first come basis. The main hallway will be reserved for organizations with information and the side hall for retailers (who would be allowed two tables). The tables in the hallway in front of the ballroom doors will be reserved for SOA Watch. NOTE: Convention Center tabling is in the "Great Hall" area ONLY (entrance area to the auditorium). It does not include the convention center lobby or lobby hallways.

**REGISTER**

If you wish to table, you may mail the form below with your donation to Tom Bottolene at the address at the bottom of the form. However, the preferred method of registration is via email: [tom@circlevision.org](mailto:tom@circlevision.org) with subject: Table Registration. You will receive an email confirmation within one to three days. If you do not receive a conformation, please email or phone Tom. Those sending in their request via ground mail will have a conformation emailed. You will **NEED** an email address to receive your table number and any update information.

**PLEASE MAIL YOUR DONATION PRIOR TO THE VIGIL with hard copy of form below**

**\*\*Check or money order payable to: SOA Watch\*\***

Feel free to contact us with any questions. We appreciate your continued support and we hope to see you in November behind your table!

Sincerely,  
The SOA Watch Tabling Working Group

Primary contact:  
Tom Bottolene of MnSOAWatch, 612-701-5227, [tom@circlevision.org](mailto:tom@circlevision.org)

Secondary contact:  
Liz Albanese at the SOA Watch DC Office, 202-234-3440, [liz@soaw.org](mailto:liz@soaw.org)

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**FIRST register by e-mail with [tom@circlevision.org](mailto:tom@circlevision.org)  
Subject line: Table Registration.  
Include all table request info**

**THEN RETURN REQUEST FORM BELOW WITH DONATION PRIOR TO THE VIGIL TO:**

**Tom Bottolene, Minnesota SOA Watch  
1039 Kingman Avenue  
Red Wing, MN 55066**

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**2010 November Annual Rally and Vigil Table Request**

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

In general what will you have at your table (flyers, resources for sale, food)?

\_\_\_\_\_

Whole table  Half table?

Do you have any preferences for your location at the Vigil (near stage, far from stage, next

to any other table in particular)? \_\_\_\_\_

*(Note: this is a request only, and tables will be assigned in order of registration.)*

Donation for Table at Vigil: (\$225 - \$425): \_\_\_\_\_

Additional Donation for Selling Materials: (\$50 - \$250): \_\_\_\_\_

Additional Donation for Table at Conference Center: (\$125): \_\_\_\_\_

Total Donation to SOA Watch:

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For Debit/Credit Card Information ONLY:

Amount: \_\_\_\_\_ by  VISA  MasterCard

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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Please make your check or money order payable to "SOA Watch". DO NOT SEND CASH!

Thank you for making this event possible!

**PLEASE PRINT OUT AND RETURN THIS FORM WITH YOUR DONATION TO:**

**Tom Bottolene  
Minnesota SOA Watch  
1039 Kingman Avenue  
Red Wing, MN 55066**