

2025
NATIONAL ASSOCIATION
MINISTRY ASSISTANTS CONFERENCE



The Ramsey Hotel and Convention Center
APRIL 23-25, 2025

It is with great pleasure that we invite you to participate in our vendor fair at the National Association of Ministry Assistants Conference. Every two years, we select a different place in the United States to host our event. In 2025, we will be in the mountains in Pigeon Forge, Tennessee. We would be delighted to have you present to demonstrate your product or service. This is a great opportunity to make contact with church leaders from across the nation. Each sponsor and exhibitor will receive the names and mailing addresses of those attending the conference (no more than two weeks after conference).

This conference is intended to be self-supporting through the registration fees of attendees, sponsorship contributions and exhibitor fees.

EXHIBITOR REGISTRATION

Complete the registration form and the Exhibitor Rules Check List and return it to the address on the form, along with payment. Please note: No registration will be considered complete without payment and the Exhibitor Rules Checklist signed. If you prefer, you can register online [HERE](#). If registering by mail, you will receive a confirmation email once registration is complete. Registration is due by March 31, 2025.

CONFERENCE SPONSORSHIPS

SPONSOR \$800

BENEFITS

- Three-minute presentation during lunch
- Full-page advertisement inside program notebook
- 1 exhibit booth
- 4 conference registrations
- Name on Exhibitors List
- Lunch on Thursday and Friday

EXHIBITOR SINGLE BOOTH - \$200

BENEFITS

- Exhibit Hall booth
- 2 Conference Registrations
- Name on Exhibitors List
- Lunch on Thursday and Friday

EXHIBITOR DOUBLE BOOTH -\$400

BENEFITS

- Exhibit Hall booth
- 4 Conference Registrations
- Name on Exhibitors List
- Lunch on Thursday and Friday

EXHIBITOR BOOTHS

Booths will encompass an 8'x10' area with a 6' table per booth, along with two chairs. Exhibitors must be present at their booth during each session break.

BOOTH SCHEDULE

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Wednesday, April 23

9:30 a.m.-11:30 a.m.-Vendor load in and set up

12:30 p.m.-Exhibit Hall opens

1:15-2:30 p.m.-Early Bird Workshop 1

2:45-4:00 p.m.-Early Bird Workshop 2

4:00-7:00 p.m.-Dinner on your own

7:00-8:30 p.m.-Smoky Mountain Welcome

Thursday, April 24

7:00-8:00 a.m. Breakfast @ Hotel, if staying at the Ramsey

8:30-9:30 a.m. General Session

9:40-10:40 a.m. Workshop 1

10:50-11:50 a.m. Workshop 2

12:00-1:00 p.m. Lunch

1:00-2:00 p.m. Workshop 3

2:10-3:10 p.m. Workshop 4

3:10 p.m.-Exhibit area closed for evening

Friday, April 25

7:00-8:00 a.m. Breakfast @ Hotel, if staying at the Ramsey

8:30-9:30 a.m. General Session

9:40-10:40 a.m. Workshop 5

10:50 a.m.-11:50 p.m. Workshop 6

12:00-1:00 p.m. Lunch

1:00-2:00 p.m. Workshop 7

2:10-3:10 p.m. Workshop 8

3:20-Business Meeting

4:00 p.m.-Tear down and load out

Exhibit Hall will be open throughout the entire conference for participants to stop by.

ADS

Each participant will receive a conference notebook. If you would like to purchase an ad in the conference notebook please see ad size requirements and specifications below:

- Full Page Ad: 7.876w X 10.376h-**\$800**
- ½ page Ad Size: 7.876w X 5.063h-**\$400**
- ¼ Page Ad Size: 3.813w X 5.063h-**\$200**

In any of the following file formats:

- EPS, PDF, TIF or JPG

Ads for the program must be emailed to namapresidentelect@gmail.com by March 1, 2025.

Please follow these guidelines so we can give you the best quality ad in our notebook. If you have any questions, feel free to contact Julia Binford at namapresidentelect@gmail.com.

DOOR PRIZES AND EXHIBIT HALL CARDS

All sponsors and exhibitors are requested to bring at least one door prize (minimum value of \$25 please) to be drawn during lunch on Friday. Please bring your door prize to the NAMA conference office when you check in. To be eligible for the door prize drawing, attendees will be required to visit each booth and have their door prize card marked.

GIVE-AWAYS ARE PERMITTED

We encourage you to give away such items as pens, key chains and brochures at your booth. We do ask that you only give food items away that are individually wrapped.

LODGING

We have a block of rooms at the Ramsey Hotel and Convention Center. Information about lodging coming at a later date. You are responsible for your own lodging.

QUESTIONS?

If you have any questions concerning your Exhibitor Registration Form or general questions, please do not hesitate to give us a call or send an email.

Heather Beard
NAMA President
namapresident@gmail.com

NAMA CONFERENCE 2025 VENDOR REGISTRATION



Contact: Heather Beard at namapresident@gmail.com

You are not officially registered for the conference, until payment and signed "Rules Checklist" is received.

Please submit registration by mail or online by March 31st, 2025

(Please type or print so that it can be easily read.)

Name to be listed in Program Notebook: _____

Contact person to be listed in Program: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Phone # to be listed in program: _____

Contact Email: _____

Email to be listed in Program: _____

_____ *Please check this space if you have signed and initialed each line of the Exhibitor Rules Check List to be returned with this Vendor Registration form.*

Name of Exhibitor/Organization _____

Authorized by (Print) _____

Signature: _____ Date: _____

BOOTH OPTIONS

- SINGLE BOOTH @ \$200
- DOUBLE BOOTH @ \$400
- SPONSOR @ \$800

WILL YOU NEED ELECTRICITY:

- YES
- NO

ADS:

- Quarter Page color ad - \$200
- Half Page color ad - \$400
- Full page color ad - \$800

TOTAL AMOUNT DUE: _____

IF RETURNING BY MAIL, MAKE CHECK PAYABLE TO NATIONAL ASSOCIATION OF MINISTRY ASSISTANTS, OR NAMA, AND MAIL TO:

Amanda Anderson, NAMA
1004 New Union Road
Dayton, TN 37321

2025 EXHIBITOR AGREEMENT

Your participation is vital to the success of our conference and to our mission to serve and equip not only ministry assistants but also to the churches we serve. Thank you for being a part of this event. Please read and initial each statement below to indicate your understanding of this year's operating procedures.

- _____ I agree and understand that an active interaction with our guests is vital to the success of this event. As such all booths must be actively staffed during published operating hours.
- _____ I agree and understand that all booths must remain in place and actively staffed until vendor hall closes on Friday, April 25 at 4:00. At that time, booths may be packed up and removed but not before. If special circumstances require an early departure, please make arrangements with us in advance.
- _____ I agree and understand that I must confine my displays, activities, etc, to the space allocated to me and not move chairs, tables, etc. into the aisles or booths adjacent to mine.
- _____ I agree and understand that water, coffee and light snacks may be consumed in my booth. Meals and larger snacks will need to be consumed in appropriate areas.
- _____ I agree and understand that all displays will be in publicly accessible areas and cannot be secured; therefore I am solely responsible for my personal possessions, equipment, and devices at all times.
- _____ As an exhibitor, you agree to indemnify and hold harmless the National Association of Ministry Assistants, it's officer board and the convention center for all damages, losses, costs and expenses incurred or suffered by the Exhibitor, as relates to any acts of omission or commission by the NAMA Board or the Ramsey Hotel and Convention Center
- _____ I agree to the following cancellation policy.
 - On or before March 19 – full refund less \$50 administration fee.
 - Between March 20 – March 25 – 50% refund of registration fee.
 - After March 26 will receive no refund.

Name of Exhibitor/Organization: _____

Authorized by: (Print) _____

Signature: _____ **Date:** _____

This form must be on file before setting up at the 2025 NAMA Conference.

