

**2023**  
**NATIONAL ASSOCIATION**  
**MINISTRY ASSISTANTS CONFERENCE**



**NATCHEZ CONVENTION CENTER**  
**APRIL 26-28, 2023**

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 2023, we will be in the beautiful city of Natchez, Mississippi. 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, 2023.

**CONFERENCE SPONSORSHIPS**

**SPONSOR**                    **\$1200**

**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 - \$400**

**BENEFITS**

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

**EXHIBITOR DOUBLE BOOTH -\$700**

**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

Wednesday, April 26

11:00 a.m.-12:30 p.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.-NAMA State Fair

Thursday, April 27

7:00-8:00 a.m. Breakfast @ Hotel  
8:15-9:15 a.m. General Session  
9:30-10:45 a.m. Workshop 1  
11:00-12:15 p.m. Workshop 2  
12:30-1:30 p.m. Lunch  
1:45-3:00 p.m. Workshop 3  
3:15-4:30 p.m. Workshop 4  
5:00 p.m.-Exhibit area closed for evening

Friday, April 28

7:00-8:00 a.m. Breakfast @ Hotel  
8:15-9:15 a.m. General Session  
9:30-10:45 a.m. Workshop 5  
11:00-12:15 p.m. Workshop 6  
12:30-1:30 p.m. Lunch  
1:45-3:00 p.m. Workshop 7  
3:15-4:15 p.m.-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 [namapublicity@gmail.com](mailto:namapublicity@gmail.com) by March 1, 2023.

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 [namapublicity@gmail.com](mailto:namapublicity@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 by Friday morning. 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 Natchez Grand Hotel. You may register online at [www.natchezgrandhotel.com](http://www.natchezgrandhotel.com) using the code NAMA to get our block rate of \$149. This price is only good for the dates of April 26 through the 28<sup>th</sup>. To extend your stay before or after, please call the hotel to receive these rates.

## **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.

Cindy Eoff

NAMA President

[namapresident@gmail.com](mailto:namapresident@gmail.com)

# NAMA CONFERENCE 2023 VENDOR REGISTRATION



Contact: Cindy Eoff at [namapresident@gmail.com](mailto: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 31<sup>st</sup>.*

(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 @ \$400
- DOUBLE BOOTH @ \$700
- SPONSOR @ \$1200

## 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:

**Pam King, NAMA**  
**Orange, FBC**  
**7637 Martin Luther King Jr. Dr.**  
**Orange, TX 77632**

# 2023 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 28 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 Mississippi 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 2023 NAMA Conference.**

