

2023
NATIONAL ASSOCIATION
MINISTRY ASSISTANTS CONFERENCE



NATCHEZ CONVENTION CENTER
APRIL 26-28, 2023

It is with great pleasure 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.

EXHIBITOR REGISTRATION

Complete the registration form and the Exhibitor Rules Checklist and return it to the address on the form with check or credit card information. Please note: No registration will be considered complete without check or credit card information and the Exhibitor Rules Checklist signed. You can also register online at www.nama-sbc.org. If registering by mail, you will be notified by email or phone when your registration is complete. Registration is due by March 31, 2023.

SINGLE BOOTH - \$100

DOUBLE BOOTH - \$150

EXHIBITOR BOOTHS

Booths will encompass an 8'x10' area with an 8' table per booth, along with two chairs. Exhibitors must be present at their booth during each session break. If you have your own table(s), please let us know. Anything else needed, ie: tablecloths are not be provided.

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

NAMA CONFERENCE 2023 VENDOR REGISTRATION

Contact: Cindy Eoff 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.*

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

Name _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Phone # _____

Contact Email: _____

_____ *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 @ \$100
- DOUBLE BOOTH @ \$150

WLL YOU NEED ELECTRICITY:

- YES
- NO

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 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 \$15 administration fee.
 - Between March 20 – March 25 – 50% refund of registration fee.
 - After March 31 - 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.

