



In-Person and Online Exhibitor Guidelines 2022 PAM Worship & Music Conferences at Montreat

Montreat Conference Center
401 Assembly Dr.
Montreat, NC 28757

In-Person Exhibit Hall: June 23-24 and 26-28, 2022

Online Exhibit Hall: June 26 – July 1, 2022

IN-PERSON EXHIBITOR INFORMATION

If your Worship and Music Conference Sponsorship includes an in-person exhibit space, please read the following guidelines carefully. All accepted exhibitors have been approved by designated members of the Presbyterian Association of Musicians with the expectation that exhibitors' resources and mission statements will be compatible with the Christian faith and Reformed tradition of the Presbyterian Church, U.S.A.

All in-person exhibits are planned to be on the second floor of Assembly Inn and are limited table-top displays.

Each in-person exhibition space includes:

- One 6' draped table in high-traffic area with 2 chairs
- Access to designated electrical outlets
- Up to two exhibitor name badge(s)
- Name listed in pre-conference communications and in the conference book as an exhibitor
- Access to daily worship services and evening events

Placement of tables will be assigned by the PAM Office. Premiere Ambassador and Ambassador Sponsors will have first selection of table location. All other tables will be in the same general area, spaced at a distance according to state/local regulations, and in an equally favorable location.

IN-PERSON EXHIBIT HALL SCHEDULE

Exhibitors are expected to have their table set up no later than Thursday (June 23) at 8:30am until Tuesday (June 28) at 4:30pm. Exhibitors should staff their table during high traffic times (registration, morning, lunch, afternoon classes, dinner, before evening events) and at other times, based on the judgement and discretion of the exhibitor. **We trust exhibitors to make the most out of this opportunity.**

Date	Activity	Opening Time	Closing Time
Wednesday, June 22	Exhibitors move-in	9:30pm	10:30pm
Thursday, June 23	Exhibitors move-in	7:00am	8:30am
Thursday, June 23	Exhibit hours	8:30am	4:30pm
Friday, June 24	Exhibit hours	8:30am	4:30pm
Sunday, June 26	Exhibit hours	2:00pm	7:30pm
Monday, June 27	Exhibit hours	8:30am	4:30pm
Tuesday, June 28	Exhibit hours	8:30am	3:00pm
Tuesday, June 28	Exhibit move-out	3:00pm	5:30pm

ONLINE EXHIBITOR INFORMATION

(Premiere Ambassador, Ambassador, and Benefactor sponsors)

Online exhibition materials include:

- Your organization's logo, a brief about statement, a video, and links of your choosing placed on an individual online conference exhibitor page within the PAM Conference website.
- Your organization's name and logo placed on a slide highlighting conference sponsors.

Further details of each sponsorship may be found at www.presbymusic.org/sponsorship.

ADDITIONAL INFORMATION

FULL PAYMENT for your sponsorship is required at the time of exhibitor registration.

Immediate confirmation of exhibit space and payment will be emailed once the on-line registration has been completed and payment received.

If paying by a check, a credit card must be provided as a guarantee. Make check payable to Presbyterian Association of Musicians, and mail to:

***Presbyterian Association of Musicians
404 BNA Drive, Suite 650
Nashville, TN 37217***

A \$35.00 charge will be assessed for a returned check.

NO REFUND will be made to an exhibitor for any reason. Once you are accepted as an exhibitor, your payment will be processed.

LODGING OPTIONS

Availability for lodging in Montreat is scarce during the conference. There are hotels in Black Mountain and the surrounding areas. Please book early as this area is very busy during the summer.

- Exhibit spaces are in public spaces of Montreat Conference Center. Please remove valuable items from the table each day.
- In-person exhibits may stay up on Saturday, June 25, through Sunday, June 26 @ 2:00pm. Please remove valuable items from the space during that time.
- Exhibitors must have an official exhibitor name badge or an exhibitor ribbon attached to their PAM name badge.
- Exhibitors are welcomed to attend daily worship services and evening event while exhibiting at the conferences. Only exhibitors who have registered for the conference (or received a gratis in-person registration as part of their sponsorship) may attend daily classes.

