



Exhibitor Guidelines

Premiere Ambassador, Benefactor, Friend

All exhibitors will be approved by PAM with the expectation that exhibitors' behavior, resources, and mission are compatible with PAM and Presbyterian Church (USA) mission and values.

The conference exhibit hall will be located in the **lobby of Anderson Auditorium** where all conferees gather for worship each day at 11:00am.

Exhibit tables will be in place starting at the beginning of the conference week through the end of the conference week. Exhibitors may set up their table and come and go as they please.

Exhibitors are **encouraged to staff their exhibit table** during the following times when conferees will be encouraged to visit the exhibit hall:

Day	Time
Thursday, June 19	9:30-11:00am, 6:30-8:30pm
Friday, June 20	9:30-11:00am, 6:30-9:30pm*
Monday, June 23	9:30-11:00am, 6:30-8:30pm*
Tuesday, June 24	9:30-11:00am, 6:30-8:30pm

*PAM sponsored dessert reception for all conferees in the exhibit hall.

Each exhibit space includes:

- One (1) 6' draped table with two (2) chairs
- Access to designated electrical outlets
- Up to two (2) exhibitor name badges

Exhibitor placement will be assigned by PAM staff, with the exception of Premiere Ambassador sponsors who receive their preferred location in the exhibit hall.

Payment: Full payment for sponsorship is required at the time of exhibitor registration. Confirmation of purchase will be emailed upon receipt of payment. When paying by check, mail to Presbyterian Association of Musicians, 404 BNA Drive, Suite 650, Nashville, TN 37217. A \$35 fee will be assessed for a returned check. No refund will be made to a sponsor for any reason. Once an exhibitor is approved, payment will be processed.

Space: The exhibit hall is a public space of Montreat Conference Center. Neither PAM nor Montreat Conference Center are responsible for the theft or damage of exhibit or personal materials.

Conference Participation: Exhibitors are welcome to attend daily worship services and evening events while exhibiting at the conference. Only exhibitors who have registered for the conference may attend daily classes.

Lodging: Availability for lodging in Montreat is scarce during the Conference. There are hotels in black Mountain and the surrounding area. It is recommended to book early.

Load in and out: Exhibitors are expected to arrive between 2:30 and 8:30 on Wednesday, June 18 to set up their space in the Anderson Auditorium Lobby or their assigned space. Tables and spaces should be cleared by 10pm on Tuesday, June 24.

Questions? Contact Mary Oxford, Communications and Administrative Manager, at mary.oxford@pcusa.org.



Exhibitor Guidelines

Ambassador

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Exhibitor Dates

Week 1: June 15-20, 2025

Week 2: June 22-27, 2025

Ambassador sponsors have the opportunity to exhibit in a conference classroom, instead of the conference exhibit hall. The conference classrooms are organized by topic/discipline. Ambassadors may select which classroom they would prefer. Selections may be made on a first come, first served basis. There is a limit of one Ambassador exhibit per classroom.

Classroom	Class Type
Upper Anderson	Handbells
Moore Center	Adult Seminars
Anderson Auditorium	Adult Choir, Organ Seminars, Reading Sessions
Convocation Hall	Youth Choirs
Walkup	Adult Seminars

Each exhibit space includes:

- One (1) 6' draped table with two (2) chairs
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Ambassadors are invited to make one 60-90 second pitch one time per week for every offering in the classroom.

Exhibitors are encouraged to staff the exhibit table within the classroom before and after class offerings.

Ambassadors may set up their exhibit table Sunday evening and break down Friday evening, or any time in between, as long as a class is not meeting.

Additional Information

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