



Annual MMEA In-Service Workshop/Conference  
January 24-27, 2018

**80!**

Tan-Tar-A Resort  
Lake Ozark, Missouri

**Exhibitor Information**

## MMEA CONFERENCE PROFILE

- 1,600 Attendees
- 110+ Exhibitors
- 100+ Total Sessions
- 40+ Performances
- 55+ Clinic Sessions
- Band
- Choir
- Orchestra
- Elementary
- General Music
- Jazz
- College/University
- Mentoring
- Advancing Music Education
- Retired Members
- Research
- Collegiate
- All-State Band
- All-State Orchestra
- All-State Choir
- All-State Jazz Band
- All-Collegiate Ensembles
- Affiliate Associations
- Tri-M
- Music in Our Schools Month
- Advocacy
- Multicultural
- Technology

“Foot Traffic” of MORE than  
***10,000 people***

The Missouri Music Educators Association will celebrate its 80<sup>th</sup> Anniversary with the 2018 In-Service Workshop/Conference.

“Welcome” TEXT HERE



## EXHIBITOR TIMELINE

- **September 15, 2017**
  - Online Applications Open
- **October 15, 2017**
  - Application Deadline
- **November 15, 2017**
  - Payment Balance Due
  - Name Badge Information Submitted
- **January 24, 2018**
  - Exhibit Set-Up
- **January 27, 2018**
  - Exhibits Close (Noon)



# General Exhibitor Information

*PURPOSE: To disseminate product information between exhibitors and music educators in order to stimulate growth and excitement in music education.*

## APPLICATION FOR EXHIBIT SPACE

**NEW FOR 2018:** Application for exhibit space will be available **online** through the MMEA Website (mmea.net). A financial deposit equal to the cost of one (1) exhibit space must accompany all applications. This deposit will apply to final payment upon acceptance as a conference exhibitor.

## ACCEPTANCE & ASSIGNMENT OF SPACE

Acceptance and assignment of exhibit space will be made from applications, with deposit, received prior to **October 15, 2017**. The following criteria will guide location of assignment within the exhibit area:

- Date of receipt of application
- History of conference participation
- Previous compliance with the contractual agreements
- Amount of square footage requested

\*Applications, with deposit, received after the October 15 deadline will be placed on a waiting list to be considered upon space availability.

## DISPLAY SPACE

Each display space consists of a carpeted 8' x 8' area that includes the following:

- One 6' x 30" table, draped and skirted
- Two chairs
- Electrical outlet
- Dedicated Internet access



## DISPLAY RATES

Number of Display Spaces	Price per Space
<b>1</b>	<b>\$225.00</b>
<b>2</b>	<b>\$225.00</b>
<b>3</b>	<b>\$200.00</b>
<b>4 or More</b>	<b>\$185.00</b>

## NAME BADGES

Upon acceptance, vendors will receive a link to an online form to register company representatives, enter name badge information, and purchase additional name badges if needed.

Number of Display Spaces	Complimentary Badges	Additional Badges Available (\$50 each)	Maximum Number of Badges Available
<b>1</b>	<b>2</b>	<b>4</b>	<b>6</b>
<b>2</b>	<b>4</b>	<b>4</b>	<b>8</b>
<b>3</b>	<b>5</b>	<b>4</b>	<b>9</b>
<b>4 or More</b>	<b>6</b>	<b>4</b>	<b>10</b>

Purchase of additional name badges must be made at the time additional badges are requested.

**NOTE:** *Members that are serving under a teaching contract must be registered for the conference as an active member and may not attend the conference as a vendor representative.*

\*Name badges will be ready at respective exhibit spaces when vendors arrive.

## EXHIBIT HOURS

Thursday	January 25	9:00am – 5:00pm
Friday	January 26	9:00am – 5:00pm
Saturday	January 27	9:00am – 12:00pm

### EXHIBIT HALL

The MMEA Conference Exhibit Area is located in Windgate Hall at Tan-Tar-A Resort. This location is a great benefit for our attendees as they can literally be in the exhibit area one minute and in a concert or clinic a few minutes later. Please see the exhibit area map as a reference for the arrangement of Windgate Hall.

### SHIPPING, PACKING & STORAGE

### ASSEMBLY & DISMANTLING

Assembly of exhibit booths will begin at 12:00 noon on Wednesday, January 24, 2018. Exhibitors may not dismantle exhibit space until the exhibit area closes for the conference at 12:00 noon on Saturday, January 27, 2018.

### CANCELLATIONS

In the event of cancellation of the MMEA In-Service Workshop/Conference due to causes beyond the control of MMEA, the MMEA Board of Directors shall determine an equitable basis for the of monies received from exhibitors remaining after the payment of expenses have occurred.

In the event of a cancellation by the vendor, after the vendor has been accepted and fees have been paid.....

### SECURITY

### PERMITTED SALES

### CIRCULATION OF MATERIALS

### LIABILITY & INSURANCE

### POLICIES & PROCEDURES

A comprehensive packet of Policies and Procedures that guide the operations of the exhibit component of the annual MMEA In-Service Workshop/Conference may be accessed through the MMEA Website ([mmea.net](http://mmea.net)).

### APPLICATION/CONTRACT

Application to exhibit at the 2018 MMEA Conference can be made through the MMEA Website ([mmea.net](http://mmea.net)). Financial deposit and signing of contract will accompany the online application process.

# Frequently Asked Questions



Use of MMEA Logo



Lodging



