



2019 MMEA In-Service Workshop/Conference

January 23-26, 2019

Tan-Tar-A Resort

CONFERENCE EXHIBITOR INFORMATION

“Appear & Inspire”

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 objective of the annual MMEA Conference is to provide a high quality professional development opportunity for Missouri's music educators of all areas and levels. We are fortunate that our exhibitors contribute this opportunity by providing valuable resources for our attendees.



EXHIBITOR TIMELINE

- **September 15, 2018**
 - Online Applications Open
- **October 15, 2018**
 - Application Deadline
- **November 15, 2018**
 - Payment Balance Due
 - Name Badge Information Submitted
- **January 23, 2019**
 - Exhibit Set-Up
- **January 26, 2019**
 - Exhibits Close (Noon)

General Information for Conference Exhibitors

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

APPLICATION FOR EXHIBIT SPACE

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, 2018**. 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 Wireless Internet Access

**Wired Internet may be arranged at an additional cost.*

DISPLAY RATES

Number of Display Spaces	Price per Display Space
1	\$250.00
2	\$250.00
3	\$225.00
4 or More	\$200.00



NAME BADGES

Upon acceptance, vendors will receive a unique web 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
1	2	4	6
2	4	4	8
3	5	4	9
4 of More	6	4	10

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 exclusively attend the conference as a vendor representative.

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

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.

EXHIBIT HOURS

Thursday	January 24	9:00am	-	5:00pm
Friday	January 25	9:00am	-	5:00pm
Saturday	January 26	9:00am	-	12:00pm

EXHIBIT MATERIALS SHIPPING & HANDLING

Page & Brown Convention Services, located in Osage Beach, MO, is the primary company used by MMEA and Tan-Tar-A for the annual MMEA Conference. Available services include incoming and outgoing shipping as well as display assembly and dismantling services.

EXHIBIT MATERIALS ASSEMBLY & DISMANTLING

Assembly of exhibit booths will begin at 12:00 noon on Wednesday, January 23, 2019. Exhibitors may not dismantle exhibit space until the exhibit area closes for the conference at **12:00 noon** on Saturday, January 26, 2019.

CANCELLATIONS

In the event of a 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 refunds of exhibit fees received after the payment of expenses have occurred.

No refunds of exhibitor fees will be awarded if the vendor cancels once accepted and fees have been paid.

LIABILITY

The exhibitor expressly assumes all responsibility, liability and risk associated with, resulting from and/or arising in connection with the exhibitor's participation of presence at the MMEA Conference.

POLICIES & PROCEDURES

A comprehensive description 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).

Frequently Asked Questions



What are the lodging options for exhibitors?

Lodging at Tan-Tar-A is at a premium for the annual MMEA conferences. Members and Exhibitors are not guaranteed accommodations in the lodge or the estates as available lodging does sell out quickly. If sold out, members and exhibitors can be placed on a waiting list should accommodations become available.



Who do I contact if I have questions regarding exhibiting at MMEA?

Please send all inquiries regarding exhibiting at the MMEA Conference to:

Rob Nichols
MMEA Exhibits Chair
exhibits@mmea.net



Is there an opportunity for addition “sponsorship” for MMEA exhibitors?

YES! Several options and levels of additional sponsorship of the MMEA Conference are available and can be secured at the time of application to exhibit. A complete listing of options to “Expand Your Visibility” may be referenced on the MMEA Website.



Is the MMEA Logo available for exhibitors to use for conference promotional materials?

Use of the MMEA Logo is regulated by MMEA board policy. Any use of the MMEA logo must be requested in writing through the Executive Director.