

2024

# In-Service Workshop/Conference

January 22-27, 2024

Tan-Tar-A Conference Center

Osage Beach, Missouri



## Exhibitor Information

# NEW THIS YEAR

Beginning in 2024, the MMEA Annual In-Service Workshop/Conference will be extended to allow for additional, content-specific, offerings to our membership.

The 86<sup>th</sup> Annual MMEA Conference will begin on Monday, January 22, 2024, and will conclude with the performance of our MMEA Affiliate All-State Ensembles on Saturday, January 27, 2024.

Conference offerings will begin with a focus on Early Childhood/Elementary and K-12 sessions beginning on Monday evening and continuing through the MMEA All-State Children's Choir performance on Wednesday afternoon. In keeping with tradition, the second session of the conference will begin with the "President's Concert" on Wednesday evening and continue through Saturday afternoon.

## How does this affect exhibitors?

The main exhibitor component of the MMEA conference will remain in place as in year's past. Exhibits will be located in Windgate Hall and will be open for our conference attendees Thursday, Friday and Saturday morning.

## Additional Opportunity!

Beginning in 2024, an additional opportunity for exhibitors will be included for the new expanded portion of the conference which will focus on Elementary/K-12 education. We will include an exhibit area comprised of 20 exhibit spaces (tables) that will be located in the main conference session room (Paradise Ballroom A).

*\*NOTE: Dedicated exhibit time will be built-in to the conference schedule on Tuesday and Wednesday.*

We are hopeful that these exhibitors will have a primary focus in providing resources for elementary education teachers and will be available to our attendees from Tuesday morning through Wednesday afternoon.

## Can exhibitors exhibit for both the expanded (elementary) session and the second session of the conference?

**YES!** Any vendor exhibiting during the first session of the conference, and wishing to exhibit for both sessions of the conference, will re-locate from the salon area (Tuesday & Wednesday) to the exhibit hall (Thursday-Saturday).



*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 to this opportunity by providing valuable resources for our attendees.*

# EXHIBIT DISPLAY INFORMATION

## DISPLAY RATES Tuesday & Wednesday

### Conference Session 1 Only (Tuesday & Wednesday)

**\$125.00 per display space – for the first 2 spaces**  
**\$100.00 per display space – for 3<sup>rd</sup> & 4<sup>th</sup> Spaces**

### Conference Session 1 & 2

#### **An Offer for our Inaugural Year**

Any vendor that wishes to exhibit for both the 1<sup>st</sup> and 2<sup>nd</sup> sessions of the conference (Tuesday-Saturday) will receive a complimentary rate of **NO EXHIBIT FEE** for the 1<sup>st</sup> session of the conference. Only the Display rates for the exhibit hall (Thursday-Saturday) portion will apply.

## DISPLAY RATES Thursday – Saturday

### Conference Session 2 Only (Thursday-Saturday)

Number of Display Spaces	Price per Display Space
<b>1</b>	<b>\$250.00</b>
<b>2</b>	<b>\$250.00</b>
<b>3</b>	<b>\$225.00</b>
<b>4 or More</b>	<b>\$200.00</b>
<b>2 Space Endcap</b>	<b>\$675 (total)</b>
<b>3 Space Endcap</b>	<b>\$850 (total)</b>
<b>4 Space Endcap</b>	<b>\$1000 (total)</b>

#### **Returning This Year**

A limited number of 2-space, 3-space & 4-space endcaps will be available at the cost listed above. Assignment preference will be given to the earliest application requests.

## EXHIBIT AREAS

The Exhibit area for the NEW, expanded portion of our conference will be located in Paradise Ballroom A. Exhibitors will benefit from this location as many of the Elementary/K-12 sessions will take place in the same ballroom.

The MMEA Conference Main Exhibit Area is located in Windgate Hall at the Tan-Tar-A Conference Center. 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.

## EXHIBIT HOURS

Tuesday	January 23	10:00am – 4:00pm
Wednesday	January 24	9:00am – 2:00pm
Thursday	January 25	9:00am – 5:00pm
Friday	January 26	9:00am – 5:00pm
Saturday	January 27	9:00am – 11:00am

# GENERAL INFORMATION

## EXHIBITOR TIMELINE

- **September 15, 2023**
  - Online Applications Open
- **October 15, 2023**
  - Application Deadline
- **November 15, 2023**
  - Exhibit Space Assignments Announced
  - Payment Balance Due Opens
  - Name Badge Information Submission Opens
- **January 5, 2024 - *Deadline***
  - Payment Balance Due
  - Name Badge Information Submission

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### Conference Session 1 (January 22-24)

- **January 22 & 23, 2024**
  - Exhibit Set-Up (Session 1 Exhibitors)
- **January 23, 2024**
  - Session 1 Exhibits Open

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### Conference Session 2 (January 25-27)

- **January 24, 2024**
  - Exhibit Set-Up (Session 2 Exhibitors)
- **January 25, 2024**
  - Session 2 Exhibits Open
- **January 27, 2024**
  - Exhibits Close (11:00am)

## 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 the exhibitor's 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, 2023**. 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 access may be arranged Directly through Tan-Tar-A at an additional cost.

## 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 MMEA/NAfME member and may not attend the conference exclusively as a vendor representative.

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



## 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 24, 2024. Exhibitors may not dismantle exhibit space until the exhibit area closes for the conference at **11:00am** on Saturday, January 27, 2024.

## 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.

## SECURITY

MMEA will provide security for the exhibit hall during Load-In, throughout the conference, and through load-out on Saturday afternoon

## LIABILITY

Although security is provided, 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.

# 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.

A limited listing of additional lodging options is located on the MMEA Website.



## *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 and approved by the MMEA Executive Director.



## *Whom 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](mailto:exhibits@mmea.net)

# MMEA CONFERENCE PROFILE

- *1,600 Attendees*
- *100+ 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-State Children's Choir*
- *All-Collegiate Ensembles*
- *Affiliate Associations*
- *Tri-M*
- *Music in Our Schools Month*
- *Advocacy*
- *Multicultural*
- *Technology*