



Missouri Music Educators Association
An affiliate of the National Association for Music Education
Jeff Melsha, Conference Manager
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July 2025

To Whom It May Concern:

Your company is invited to submit a bid for MMEA Apparel/Merchandise Services for the Missouri Music Educators Association In-Service Workshop/Conference to be held at Tan-Tar-A Conference Center, Osage Beach, Missouri. The bid should include apparel sale price, as well as a percentage or amount for items sold to be payable to MMEA at the conclusion of the service.

This service is new and will be reviewed and approved by the MMEA Board of Directors on an annual basis. This bid will apply for the January 27-31, 2026 conference only.

The successful bidder will provide the following services:

1. Provide design proofs to be approved by the MMEA Executive Council. (Dates TBD)
 - a. All Apparel/Merchandise designs become the property of MMEA.
2. Provide on-site apparel printing for the duration of the conference exhibit hall hours (Tuesday – Friday).
3. Provide an online option for apparel purchasing (optional).
 - a. MMEA reserves the right to approve the online store option prior to launch.
 - b. The online store shall open on the first day of the conference and remain open for one week after the conclusion of the conference.
 - i. MMEA shall not be responsible for any shipping costs incurred.

MMEA will provide the company awarded the apparel contract the following:

1. Sole rights to produce the “Official Conference Apparel” for the 2026 MMEA In-Service Workshop/Conference.
2. MMEA will provide one (1) complementary exhibit space in addition to the exhibit spaces purchased by the company awarded the apparel contract.
3. **NO** financial compensation from MMEA will be provided.
4. **NO** lodging will be provided.
5. **NO** meals will be provided.

Please submit your proposal online through the MMEA Website. DEADLINE: August 1, 2025.

<https://mmea.net/mmea-apparel-services-bid-proposal/>

Proposals will be reviewed and the successful bidder(s) selected at the August 16, 2025 MMEA Board of Directors meeting. All bidders will be notified of the results soon afterwards. If you have questions, please contact me at the phone or e-mail listed above.

Sincerely,

Jeff Melsha
MMEA Conference Manager