

CALL FOR EXHIBITORS



**National Association
for Music Education**

**Montana Music Educators Association
October 16-18, 2019
Skyview High School – Billings, Montana**

The **Montana Music Educators Association** invites you and your organization to exhibit during our **Annual State Conference** this fall in Billings. MMEA conventions are the envy of many other state music educators associations throughout the region and nation, annually attracting large and enthusiastic crowds of devoted music teachers and many of their best students from throughout the state. It's simply a great place for you to display.

This fall's convention exhibit hall will be in the gymnasium at **Skyview High School**. Again this year, we'll be providing professionally installed **pipe and drape** and **table skirting** from *K&J Convention Services* to make every booth space look its best! As always, every booth will be provided with 500w of electricity. Professional security will be provided in the exhibit area each night.

The convention begins with **Wednesday evening exhibit hours**. As one of our 2019 exhibitors, you can plan on seeing music educators and All-State student musicians at your display location from **6:00 PM until 9:00 PM** Wednesday evening, October 16th. Throughout the conference, we have a number of conflict free times for MMEA members and All-State musicians to visit your displays. There will be a *conflict free* time on Thursday, October 17 at 10:00 AM for the whole membership. Additionally, on Friday, October 18, we will have a *conflict free* time for general music and choir teachers at 9:10 AM, and a *conflict free* time for band and string teachers at 10:20 AM. We are confident that traffic through the exhibit area will be terrific. We're excited to offer our exhibitors this conflict free time and hope you, too, view this as an added opportunity for increased visibility for your business, organization, or school. All-State students will also be able the opportunity to visit the exhibits from 10:45-11:30 (band and orchestra) and from 11:30-12:15 (choir) on Thursday, October 17.

To help you plan, count on the hall being **available for setting up exhibits beginning at 8:00 AM Wednesday, October 16th**. In addition to the Wednesday evening showing (6-9 PM), the **exhibit hours on Thursday will be 8:30 - 11:00 AM & 12:30 - 5:00 PM, and on Friday, 8:00 AM - 12:30 PM**. Exhibitors have appreciated the earlier Friday closing time in the past. We do ask all exhibitors to be open for business Wednesday evening, as well as all hours on both Thursday and Friday.

Display spaces for our annual conference are available in 8-foot increments. **Each 8' space of linear footage includes an 8' high pipe & drape back wall, one 6'x2' skirted table, and one 500 watt 110v electrical outlet**. 500 watts is usually enough to run a computer, monitor, and booth lights; you are welcome to bring or rent power-strips if you need more than one outlet. However, we do request that if you'll be cooking/heating anything in your booth (coffee pots, space warmers, hot lights, etc), or if you'll plug in anything that pulls more than 500 watts of power, please contact K&J in advance about upgrading your power. For your convenience, we'll have lots of "S-hooks" (hangers for your booth signs) available if you need to hang anything on the back of your booth. K&J also offers a full line of booth accessories including custom booth carpet, literature racks, floodlights, counters and counter upgrades for the tables in your booth (if you don't want the standard height). We want your exhibit area to be just as YOU want! The Official Service Kit for this show will be on K&J's website in August 2019 (www.kjconventions.com/mmea), and will include information about shipping to the show (please do not ship directly to the school), and how to order additional booth furnishings & counter upgrades, should you need them.

Another bonus for exhibiting with us is a complimentary Thursday morning light breakfast in the exhibit area. We love seeing you all each year and want to take the time to welcome you accordingly.

A **block of rooms** has been reserved at the **Billings Hilton Garden Inn** under "MMEA Exhibitors." September 1, 2019 is the deadline to reserve rooms as a part of this block. To make reservations for you and your staff, you may call **406-655-8800** and give them the code **MTEX**. Unused rooms will be released on September 1, 2019. Please book early to make sure there are rooms for your convention group.

There are several ways to complete your registration. The easiest is to fill out your registration online. Just go to <https://form.jotform.com/logana/exhibitor-registration>. If you wish to fill out a paper copy, please print, complete and send [this form](#) to me either electronically or by postal mail (addresses below). You will be able to pay by check or by credit card online. Special requests will be honored on a first-come-first-served basis.

During past years, **we have had to turn away exhibitors** due to limited space, so **please complete and return your form as soon as possible** to guarantee your spot for this exciting conference. Confirmation will be sent upon receipt of your form. We look forward to having you join us in October for the MMEA Conference!

Sincerely,

Amy Logan, President-Elect

logana@billingschools.org

406-671-5174

Montana Music Educators Association

Please email your registration materials to:

mtmusiced@gmail.com

-or mail to-

Amy Logan, MMEA Exhibits

1049 Picador Way

Billings, MT 59105

MMEA 2019 Exhibitor Schedule Summary:

Wednesday, 10/16 – Set up 8:00 AM; OPEN 6:00-9:00 PM

Thursday, 10/17 – Breakfast 7:45-8:30 AM; OPEN 8:30-11:00 AM & 12:30-5:00 PM
(closed for lunch)

Friday, 10/18 – OPEN 8:00 AM-12:30 PM; (tear down at 12:30)

LIABILITY WAIVER AND INSURANCE

1. MMEA, and its officers, directors, trustees, employees and agents (collectively "MMEA"), is not responsible for property of the Exhibitor. The Exhibitor is responsible for safeguarding its property, and Exhibitor is responsible for all damage or loss to Exhibitor's property from theft, damage by fire, accident, or other causes.
2. Property left in the exhibit area after the official closing of the exhibits will be disposed of, at the sole discretion of MMEA.
3. The Exhibitor is advised to maintain an insurance policy on Exhibitor's personal property, to the extent of its full replacement value; and a public liability policy insuring against all liability arising out of and in connection with Exhibitor's use of or participation in the exhibit. Exhibitor shall cause any such insurance policy to provide that the insurance company waives all right of recovery by way of subrogation against MMEA in connection with any damage covered by the policy.
4. Exhibitor shall be liable for and shall indemnify MMEA against all claims and demands, whether for injuries to persons, loss of life, or damage to property occurring on the exhibit area and/or arising out of the exhibition, by Exhibitor, its agents, visitors, invitees or guests. Exhibitor shall also indemnify MMEA against all costs, counsel fees and liabilities incurred in or about any such claim, or in or about any action or proceeding brought thereon, and in case any action or proceeding be brought against MMEA by reason of any such claim, Exhibitor shall, on notice from MMEA, resist or defend such action or proceeding by counsel satisfactory to Exhibitor. Nothing contained in this paragraph shall, however, detract from MMEA's rights to protection under the public liability insurance policy to be paid for by Exhibitor as specified herein.