

## CALL FOR EXHIBITORS



**National Association  
for Music Education**

**Montana Music Educators Association**  
**October 19th - 21st, 2022**  
**Gallatin High School - Bozeman, Montana**

### **ATTENTION ALL POTENTIAL EXHIBITORS:**

The **Montana Music Educators Association** invites you and your organization to exhibit during our **Annual State Conference** this fall in Bozeman, Montana. 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!

We made some exciting changes last year for exhibitors that we plan on keeping in place for this year. Once again, we will be offering two ways in which exhibitors can participate in our state conference: **on-site or virtual-only**. As an on-site exhibitor, you will have an opportunity to have a booth at our conference in addition to receiving a virtual presence in Guidebook. The virtual-only option is a great one for those that are too far away from Montana or who are unable to travel to our conference in person. As a virtual-only exhibitor, you will also receive a virtual presence in Guidebook. We hope that one of these exhibitor options will best fit your organization.

In addition, both types of exhibitors will have the opportunity to sponsor our conference as Premium Sponsors. These sponsors will receive banner ads in Guidebook, sponsorship billing, and push notification advertisements during the conference in addition to being featured in our virtual exhibit hall in Guidebook.

### **On-Site Exhibitor Details**

This fall's convention exhibit hall will be in the Raptor Gym at **Gallatin 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 2022 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 19th. 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 20th at 10:00 AM** for the whole membership. Additionally, on Friday, October 21st, we will have a *conflict free* hour for choir teachers and general music teachers at 9:10 AM and for string teachers and band 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.

To help you plan, count on the hall being **available for setting up exhibits beginning at 8:00 AM Wednesday, October 19th**. 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! K&J will send out an email in September to all confirmed exhibitors. This will include information about shipping to the show (please do not ship directly to the school), and how to order additional booth furnishings and counter upgrades, should you need them. If you need to contact them before September, please email them at [office@kconventions.com](mailto:office@kconventions.com). In addition, booth numbers are assigned by MMEA and may be re-assigned at any time for any reason.

Another bonus for exhibiting with us is a complimentary Thursday morning light breakfast in the exhibit area (which will include door prizes!!) 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 **Best Western Plus GranTree Inn** under "Montana Music Educators." September 1, 2022 is the deadline to reserve rooms as a part of this block. To make reservations for you and your staff, you may call **406-587-5261**. Please book early to make sure there are rooms for your convention group.

### **On-Site and Virtual-Only Registration**

There are several ways to complete your registration. The easiest is to fill out your registration online using the following link: <https://form.jotform.com/221000348017136>. You will be able to pay by credit card via PayPal with a direct link to PayPal on the Jotform. You will also be able to pay by check. Please mail all checks to Kimberly Lorengo, 327 Fairview Street South; Anaconda, MT 59711. Special requests will be honored on a first-come-first-served basis. In 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.

During our annual conference, we have a tradition of a raffle drawing offered up at the end of our General Session. Our exhibitors have been extraordinarily generous, donating wonderful prizes for our drawings in the past. Prizes can be virtual (gift certificates, memberships, etc) or physical. If you are willing to participate, please indicate on your exhibitor registration. If you are offering a virtual prize, it can be emailed to [mmeaexhibitschair@gmail.com](mailto:mmeaexhibitschair@gmail.com). If you are offering a physical prize, you may bring it to the conference at which time I will collect it before the general session, or you may mail it to me at the address below. Virtual exhibitors may also offer a physical prize - please plan to hold the prize until I contact you with the name and address where it should be sent. However, please email me the description of the prize so that I can properly announce and thank you!

We look forward to having you join us in October for the MMEA Conference!

Sincerely,  
Kimberly Lorengo, President-Elect  
[mmeaexhibitschair@gmail.com](mailto:mmeaexhibitschair@gmail.com)  
406-560-1925  
Montana Music Educators Association

Please complete your registration materials with the JotForm link above.  
If you are printing a hard copy of the form to complete, please email it to:

[mmeaexhibitschair@gmail.com](mailto:mmeaexhibitschair@gmail.com)

-or mail to-

Kimberly Lorengo, MMEA Exhibits  
327 Fairview Street South  
Anaconda, MT 59711

### **MMEA 2022 Exhibitor Schedule Summary:**

Wednesday, 10/19 – Set up 8:00 AM; OPEN 6:00-9:00 PM

Thursday, 10/20 – Breakfast 7:45-8:30 AM; OPEN 8:30-11:00 AM & 12:30-5:00 PM (closed for lunch)

Friday, 10/21 – 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 the Exhibitor is responsible for all damage or loss to the 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. Exhibitors 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.

Cancellation Policy: Exhibitors who withdraw prior to September 1 will get a full refund. The refund to exhibitors who withdraw by September 15 will be reduced by 50%, and there will be no refund to exhibitors who cancel after September 16th.\*\*

\*\*Special note regarding COVID-19 pandemic: IF MMEA must postpone or cancel the convention due to the virus and related situations, we will refund ALL money to exhibitors (regardless of date) OR apply the fee to their registration for the postponed dates or the following year's convention (Missoula 2023).