

CALL FOR EXHIBITORS



Montana Music Educators Association October 19-21, 2016 Great Falls High School – Great Falls, Montana

The **Montana Music Educators Association** invites you and your organization to exhibit during our **Annual State Conference** this fall in Great Falls. 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 **Great Falls 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 2016 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 time for MMEA members and All-State musicians to visit your displays. There will be a *conflict free* time on Thursday, October 20 at 10:00 AM for the whole membership. Additionally, on Friday, October 21, we will have a *conflict free* time for general music and string teachers at 9:10 AM, and a *conflict free* time for band and choir directors 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. We are also planning on having the All-State musicians have scheduled time to come by the booths.

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 to 9 PM), the **exhibit hours on Thursday will be 8:30 - 11:00 AM & 12:30 - 5:00 PM, and on Friday, 8 AM - 12:30 PM**. Exhibitors have appreciated the earlier Friday closing time in the past. We 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 500watt 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 500watts 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 2016 (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 **Great Falls Holiday Inn** under "Montana Music Educators Association." September 15, 2016 is the deadline to reserve rooms as a part of this block. To make reservations for you and your staff, you may call **406-727-7200**. Please make sure you request your room(s) under the "Montana Music Educators Association block." Unused rooms will be released on September 15, 2016. Please book early to make sure there are rooms for your convention group.

Enclosed is a copy of the "**Exhibit Registration**" form for this fall's conference. Please complete and send this form to me either electronically or by postal mail (addresses below). 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,



Kristin Harney, President-Elect
Montana Music Educators Association

Please email your registration materials to:
kristin.harney@montana.edu
-or mail to-
Kristin Harney, MMEA Exhibits
1128 Hunters Way

Bozeman, MT 59718

MMEA 2016 Exhibitor Schedule Summary:

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

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

Friday, 10/21 – OPEN 8:00-12:30; tear down at 12:30