YOU ARE INVITED!

On behalf of the 2033 members of the Alabama Music Educators Association, I would like to invite you to be an exhibitor at the AMEA In-Service Conference January 21-23, 2016, at the Renaissance Montgomery Hotel and Spa at the Convention Center.

Much of the success of the past conferences can be attributed to the participation of the music industry. Exhibits, an integral part of the conference, offer members of AMEA professional tools that are practical, stimulating, and essential. By exhibiting, you will help music educators make creative and informed decisions regarding equipment, music, materials and services that support music education, and at the same time familiarize the music educators and collegiate students of your products and services.

While the conference is scheduled for January 21-23, the exhibit schedule is Thursday and Friday only. Exhibits will open at 10:00 a.m. Thursday, January 21 and close Friday, January 22 at 5:00 p.m. All exhibitors are required to keep their exhibits open until Friday, January 22nd at 5:00 p.m. Vendors leaving early will not be allowed to return the next year.

We also offer the opportunity to advertise in the conference program and the Ala Breve, the official publication of the Alabama Music Educators Association. Your advertising will direct people to your booth location. Please note the advertising information on the enclosed exhibitor financial statement.

Please review the enclosed "Industry Membership" page for an opportunity to save money on exhibiting and advertising while partnering with AMEA to support music education in Alabama.

To be included in the conference exhibits, please complete the enclosed form(s) and send with check, payable to AMEA, by December 1, 2015, to ensure your inclusion in the official conference program. Remember, exhibit booths are assigned on a first come, first served basis, so don't delay.

If you have any questions, please feel free to contact me. We look forward to hearing from you soon.

Sincerely,

Garry Taylor
Executive Director
2016 Exhibit Information

Alabama Music Educators Association
2016 AMEA In-Service Conference
January 21-22
Renaissance Montgomery Hotel at the Convention Center
Montgomery, Alabama

GENERAL INFORMATION

The exhibits will be located in the exhibit hall of the Renaissance Montgomery Hotel at the Convention Center. All conference performances, clinics and sessions will be scheduled in the Convention Center and the adjacent Montgomery Performing Arts Center – all under one roof.

By returning the Reservation for Exhibit Space and Exhibitor Financial Statement with payment, registration will be complete and the packet of information, with name badges, programs, and other information will be at the assigned booth at set-up time. A confirmation email will be sent upon receipt of application and a follow-up letter with more information, including booth/s assignment, will be sent approximately three weeks prior to the event. **Booths will be assigned on a first-come, first-served basis, based on the date registration and payment is received.**

Exhibitors are encouraged to plan drawings for prizes at their booth to encourage business.

ADVERTISING

Advertising opportunities in the conference program are available by completing the enclosed application. If interested in advertising in the conference issue (or any issue) of the *Ala Breve Magazine*, the official journal of AMEA, contact the executive director for information. (Deadline for the conference issue of the *Ala Breve Magazine* is September 15). These advertising opportunities provide exhibitors additional exposure to potential customers before, during, and after the conference.

INDUSTRY/INSTITUTIONAL MEMBERSHIP

Please review the enclosed "Industry Membership" page for an opportunity to save money on exhibiting and advertising while partnering with AMEA to support music education in Alabama.

FACILITIES AND SERVICE

The cost for exhibit space in the Convention Center is $325 for each 10 X 10 booth. The booths include an 8’ high background drapery and 3’ high side divider drapery, one (1) company I.D. sign, one (1) 6’skirted table, two (2) side chairs, and one (1) wastebasket with liner. A limited number of 20’ X 20’ islands, with exposure on all four sides are available for $1500 each. **All exhibit booths are sold and spaces are assigned on a first-come, first-served basis.**

SCHEDULE

Exhibit Hours: Thursday, January 21 from 10:00 a.m. - 5:00 p.m.; Friday, January 22 from 8:30 a.m. - 5:00 p.m.

All exhibitors are required to keep their exhibits open until Friday, January 22nd at 5:00 p.m. Vendors leaving before 5:00 pm will not be allowed to return the next year!
SET-UP

Set-Up: Exhibits may be set up on Wednesday, January 20, from 1:00 until 8:00 p.m. and Thursday from 7:00 until 10:00 a.m. Set up must be completed by Thursday at 10:00 a.m. Unless the exhibit chairman is contacted, space not claimed by the opening of the exhibits may be reassigned without refund.

TEAR-DOWN

Tear-Down will begin at 5:00 p.m. Friday, January 23 and must be completed the same day. All exhibitors are required to keep their exhibits open until Friday, January 23rd at 5:00 p.m. Vendors leaving before 5:00 pm will not be allowed to return the next year.

IDENTIFICATION

Exhibitors will be issued two free exhibitor’s badges per booth. These non-transferable badges should be worn at all times while in the exhibit area or at concerts and receptions. Exhibitors wearing the blue badges are welcome at concerts and receptions. However, AMEA members must register for the conference to attend sessions, etc.

USE OF SPACE

All demonstrations and sales activities must be confined to the limits of the exhibit booth. No exhibitor shall use any space other than the designated assigned areas. Displays must not be placed in such a manner as to interfere with other exhibits. Headphones should be utilized for sound equipment. The exhibit chairman maintains the rights to restrict exhibits, which, because of undue noise, method of operation of equipment, or any other reason becomes objectionable. In the event of restriction or eviction, the AMEA is not liable for refunds of rentals or other exhibit expense.

CARE OF BUILDING

Nothing shall be posted on or attached to columns, wall, floor, or other parts of the building or furniture. Any issue or circumstances not covered by this agreement are subject to the decision of the AMEA exhibit chairman.

LIABILITY

The AMEA, nor management of conference facilities, nor any individual connected with either group is responsible for the safety of the property of the exhibitors from fire, theft, accident, or other causes of damages. AMEA will not be liable for any loss or damage resulting from the perils of fire, smoke, or natural disaster. The exhibitor is required to carry his own insurance to cover multiple perils or acts of God. No responsibility is assumed for goods delivered to the exhibit area before the exhibits are set up or for unpacked materials left at the exhibit area after the closing hour. (Monitor on duty during exhibit hours).

CANCELLATION

Cancellations must be made in writing. All money, less a $50.00 service charge, will be refunded if received on or before December 10, 2015. No refunds will be made after this date!

SHIPPING AND STORAGE

Address shipments to: Alabama Music Educators Conference, Renaissance Montgomery Hotel and Spa, 201 Tallapoosa Street, Montgomery, Alabama 36104. Shipping to and return is the responsibility of the vendor.

CONFERENCE HOTEL

Renaissance Montgomery Hotel & Spa at the Convention Center, 201 Tallapoosa Street, Montgomery, Alabama 36104. Reservations can be made by requesting AMEA Conference rate before December 10, 2015 - Phone- 334-481-5000. Check AMEA’s website (www.alabamamea.org) for a list of other hotels offering group rates.
Reservations for Exhibit Space

Alabama Music Educators Association
2016 AMEA In-Service Conference
January 21-22 2016
Renaissance Montgomery Hotel and Spa at the Convention Center
Montgomery, Alabama

Please type or print the following as you wish it to appear in the conference program.

Name of firm: ____________________________________________________________

Address: ________________________________________________________________

City_________________________ State____________________ Zip_____________

Name of person(s) in charge of display: _______________________________________

Address: ________________________________________________________________

City_________________________ State____________________ Zip_____________

Telephone (          )_______________

E-mail Address ___________________________________________________________

To whom should additional information be sent? ________________________________

Address: ________________________________________________________________

City_________________________ State____________________ Zip_____________

Telephone (          )_______________

E-mail Address ___________________________________________________________

Identification sign wording for booth: _______________________________________

Brief description of product or service (30 words or less for conference program)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(Over, please)
**Exhibit Spaces Desired:**

( ) 10' X 10' booth(s) @ $325 each $____________

4 or more booths @ $300 each

Each booth includes ONE 6-ft. table

( ) 20' X 20' island(s) @ $1500 $____________

Exposure on all 4 sides, near front.

Limited number, first come, first served)

( ) Extra Badges @ $10.00 each $____________

(2 badges come with each booth)

**Exhibit Space TOTAL** $ ____________

**Accessories:** Order directly from the George Fern Company (More info later)

**Program Advertisement:**
Opportunities for advertising in the 2016 AMEA In-Service Conference Program are available. The Conference Program will include advertisement opportunities for music-related businesses and services. Renting exhibit space is not a requirement for advertising in the program.

Back Cover (Color) 8 ½ x 11 $400______ (1st come, first served)

IFC or IBC (Color) 8 ½ x 11 $300______ (1st come, first served)

Full Page (B&W) 7 ½ x 10 $200______

1/2 Page (B&W) 7 ½ x 5 $100______

(Press-ready pdf file or camera ready only) **Advertising TOTAL** $____________

**GRAND TOTAL** $____________

Make checks payable to AMEA and return to address below. December 1, 2015 is the deadline to be included in the conference program. Remember, exhibit booths are assigned on a first come, first served basis, so don't delay.

The above named exhibitor acknowledges receipt of and intention to abide by the AMEA Exhibitors Agreement.

_______________________________________
Signature of authorized person

FOR OFFICE USE ONLY

_______________________________________
Type or print name

Please list names as you wish them to appear on the name badges.

1. ________________________________

2. ________________________________

(Extra Badges: $10.00 each)

Send with payment to: Garry Taylor, AMEA Executive Director
1600 Manor Dr. NE,
Cullman, AL 35055

Industry members: subtract 10% on exhibit space.

Please review the enclosed "Industry Membership" page for your opportunity to save money on exhibiting and advertising while partnering with AMEA to support music education in Alabama.

Industry members: subtract 20% on conference advertising.
You are cordially invited to become an industry member of the Alabama Music Educators Association. AMEA is a non-profit organization that provides in-service opportunities for its members and educational opportunities for the music students in our state. Active members include music educators at public and private K-12 schools, colleges, universities, and private music teachers. AMEA’s membership also includes college students preparing for careers in music education and retired members.

Industry members assist in maintaining an open communication between AMEA active members and music dealers, educational institutions, musical organizations, clubs, other supportive groups and individuals having an involved interest in music education.

Becoming an industry member gives all the rights and privileges of active members except the right to vote or hold office.

Industry members are regarded by AMEA’s Board and membership as an elite group that extends beyond their businesses and services by being partners with the music education professionals who in turn support and patronize them. This is an opportunity to add YOUR name to the rolls as an industry member.

To receive ALL the benefits of your industry membership, please return the registration form below by July 1.

AMEA’s membership year runs from July 1 through June 30.

A subscription to Ala Breve, the official publication of the Alabama Music Educators Association.

Recognition as an industry member in each issue of the Ala Breve and a link to your company website in the on-line versions.

An ex-officio position on the AMEA Governing Board to act as a liason between the music industry and the regular membership.

Recognition as an industry member in the largest music education organization in the state.

Recognition as an industry member in the conference program if you are a member who also exhibits at the conference.

Membership mailing list - name and school address - tailored to your request (csv or excel format).

An annual industry membership in AMEA can be purchased for $175 and is valid immediately upon receipt of the completed registration form.

AMEA Industry Membership Registration Form

Company/Institution Name ________________________________

Contact Person ___________________________________ Email ________________________________

Mailing Address ____________________________________ City __________________________State _____ Zip__________

Website url ___________________________________________________________________________________________

☐ $175 Industry Membership registration fee enclosed.

☐ Send me an invoice.

Submit by July 1 to take advantage of all the benefits. Membership year: July 1 - June 30

Garry Taylor, Executive Director
Alabama Music Educators Association
1600 Manor Drive
Cullman, Alabama 35055