

## Exhibit Information

**Alabama Music Educators Association**  
2011 AMEA In-Service Conference  
January 20-22, 2011  
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.

Exhibitors are encouraged to plan drawings for prizes at their booth to encourage business. Also, vendors who wish to schedule receptions may do so by contacting the executive director.

### **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 1, 2010). These advertising opportunities provide exhibitors additional exposure to potential customers before, during, and after the conference.

### **FACILITIES AND SERVICE**

The cost for exhibit space in the Convention Center is \$300 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 on a first-come, first-served basis.**

### **SCHEDULE**

**Exhibit Hours:** Thursday, January 20 from 10:00 a.m. - 5:00 p.m.; Friday, January 21 from 8:30 a.m. - 5:00 p.m. **All exhibitors are required to keep their exhibits open until Friday, January 21 at 5:00 p.m. No business prior to exhibit schedule, please!**

## SET-UP

**Set-Up:** Exhibits may be set up on Wednesday, January 19, from 1:00 until 6:00 PM and Thursday from 7:00 – 10:00 AM. 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 21 and must be completed by 8:00 P.M.

## 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 \$25.00 service charge, will be refunded if received on or before December 15, 2010. **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 20, 2010 - Phone- 334-481-5000.