

GENERAL INFORMATION FOR EXHIBITOR CONTRACT INDIANA MUSIC EDUCATORS ASSOCIATION 2012 STATE CONVENTION

Dates: January 19–21, 2012

Location: Grand Wayne Convention Center, Exhibit Hall A

Exhibit Hours: Thursday 7:00pm–9:00pm, Friday 10:00 a.m.–5:30 p.m. ;Saturday 9:00 a.m.–2:00pm

Booth Size: Booths are 10' by 10'. A booth grid is located on the IMEA registration web site.

Exhibit space is assigned according to the date contract and the Exhibits Chair receives payment.

Payment: Exhibit booths are priced at \$450.00. A second booth is \$425.00 in addition to the \$450.00 for the first booth. Additional booths are \$400.00. Full payment must accompany contract. No refunds will be made if space is not used. Contract cancellation date is November 1, 2010. Booths reserved after the November 1st deadline will be \$525.00 each. No reservations will be accepted after January 9, 2012. IMEA Corporate Members receive a 10% discount on their booth price.

Equipment Supplied: IMEA will provide you with one (1) 2' x 6' undraped table for each space, one (1) chair, and one (1) identification sign for each exhibitor. Additional equipment such as chairs, floor covers, extra tables, and spotlights may be rented from the Grand Wayne Convention Center. Electrical, Internet, and telephone service must be secured through the Grand Wayne Convention Center. The Grand Wayne Convention Center has free wireless Internet.

Warehouse, Cartage, and Shipping: Ship packages to the Grand Wayne Convention Center no more than three days prior to the show. All exhibition materials should be addressed as follows: Grand Wayne Convention Center 120 West Jefferson Blvd. Fort Wayne, IN 46802

Attn: WRITE YOUR SHOW NAME AND DATES

BOOTH # _____

EXHIBITOR'S NAME

Exhibit Installation and Dismantling: Exhibits must be erected on Thursday, January 19, 2012, from Noon to 6:30 p.m. The complete display must be removed, boxed, or crated for shipment by the exhibitor immediately following the close of the Exhibit Hall (2pm on Saturday, January 21, 2012). You will have until 5:00 p.m. on that day to close your booth. **PLEASE DO NOT BEGIN TAKING DOWN YOUR BOOTH UNTIL THE EXHIBIT HALL CLOSES.**

Use of Space: All demonstrations or other sales must be confined to the exhibit booth. All aisle space must be free and clear of exhibitor materials. Exhibitors cannot use aisle space. No exhibitors shall share the space allocated without the knowledge and consent of the Exhibits Chair. No exhibitor shall obtain exhibit space anywhere outside the Exhibit Hall or exhibits area. Display shall not be placed in such a manner as to interfere with other exhibitors. Nothing shall be displayed at a height above the top of the backdrop. Sales by exhibitors will be permitted at the booths.

Fire Protection: Table decorations must be fireproof. Electrical wiring must conform with the National Electrical Code Safety Rules. Failure to comply with these regulations is sufficient cause for the Exhibits Chair to cancel all or such part of the exhibit as may be irregular.

Distribution and Solicitation: Distribution of circulars and promotional materials is permitted only within the space assigned to the exhibitor. No firm, organization, or school sales representative not assigned space in the exhibit area is permitted to solicit business within or without the exhibit area. No literature may be distributed outside the exhibit area. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture.

Restrictions in Operations of Exhibits: The Exhibits Chair reserves the right to restrict exhibits that, because of undue noise, method of operation, or for any other reason may become objectionable to convention attendees or other exhibitors. In the event of such restriction or eviction, the Indiana Music Educators Association is not liable for any refunds of rentals or other exhibitor expenses. Headphones rather than speakers should be utilized for sound equipment. Careful attention should be paid to avoid excessive use of instruments by students.

Additional Contract, Security, and Liability Information: The above regulations become a part of the agreement between the exhibitor and the Indiana Music Educators Association. All parts not covered are subject to the discretion of the IMEA Exhibits Chair. By accepting the contract during the online registration, the Exhibitor assumes responsibility for all regulations and terms of the contract. The Indiana Music Educators Association, management of the convention facilities, and individuals connected with these groups are not responsible for the safety of exhibitor property (including damage/loss from theft, fire, accident, or other) but the Indiana Music