

To the Music Industry
Be with us on January 18 & 19, 2018

July 1, 2017

The **OKLAHOMA MUSIC EDUCATORS ASSOCIATION** cordially invites you and your company to be an exhibitor at the Oklahoma Music Educators Association's 76th Annual In-Service Workshop and Exhibit Show. The 2018 Exhibit Show will be held at the Cox Business Center (previously TCC) on January 18 and 19. The show will be located in Exhibit Hall 'A'.

January 18, Thursday

8:00 a.m. to 12:00 noon

Exhibit Set-up

12:00 p.m. to 5:00 p.m.

Exhibits Open

January 19, Friday

9:00 a.m. to 12:00 p.m.

Exhibits Open

(10:30 a.m. to 12:00 p.m.)

700 All-State Students visit the Exhibits

12:00 p.m. to 2:00 p.m.

Exhibits Closed (Exhibitor's Luncheon)

2:00 p.m. to 4:00 p.m.

Exhibits Open

PLEASE NOTE: Exhibit set-up will be 8:00 a.m. to 12:00 noon on Thursday, January 18, 2018. Exhibits will open at 12:00 p.m. The Loading dock is 'Exhibit Hall A' off of Houston Street. **(Large trucks may be allowed in the hall from 7:00 am until 9:00 am by appointment. Please notate this request on your contract.)**

Again this year, there will be exhibit drawings for those members who receive signatures from each exhibitor at their booth. If you would like to furnish a gift for this "*SPECIAL EXHIBIT DRAWING*", please mark the appropriate place on the contract. Gifts may be turned in at the exhibit registration booth on Thursday morning, January 18.

The early registration fee for each booth space is \$250. Contracts are due in our office postmarked no later than December 1, 2017. Exhibit Contracts postmarked between December 1st and January 1 will be \$275. After January 1st, late booth fees will be \$300. On all late exhibit contracts we cannot guarantee that the company name will appear in the In-Service Workshop Program and all payments must be cashier's check, money order or cash. We are enclosing application forms, an exhibit plan with booths numbered and a description of the exhibit booth.

Special Note: Early registration fee for a vender with three or more booth spaces is \$200 per space prior to December 1st. The booth fee of \$225 will be due between December 1 and January 1. After January 1 the late fee is \$250 per space.

The 2018 In-Service Workshop 'Associate Member Registration' will be \$120 per person. Associate Membership is available to the Music Industry.

Our contracted convention decorating company, **Event 1, Inc.** will prepare and mail out forms to each confirmed exhibitor approximately six (6) weeks prior to the show. **www.event1inc.net for all detailed information.**

We look forward to your participation in the **2018 OKMEA IN-SERVICE WORKSHOP AND EXHIBIT SHOW.** Mail the enclosed contract with your check to the address listed and booth assignments will be made by postmarked date.

The OKMEA Executive Board

Vendor Complete

Name of Company (Print)
Name on Booth Sign
Name of Lead Representative
Cell Phone of Lead Representative
E-mail of Lead Representative

OKMEA
January 18 & 19, 2018
EXHIBIT CONTRACT
 (Return this copy)
OKLAHOMA
MUSIC EDUCATORS ASSOCIATION
EXHIBIT SHOW
COX BUSINESS CENTER
(PREVIOUSLY TCC)
EXHIBIT HALL A
Tulsa, Oklahoma

January 18 (Thursday), 2018, 12 P.M. to 5 P.M.
 January 19 (Friday), 2018, 9 A.M. to 12 P.M.
 (Exhibits not open from 12 P.M. to 2 P.M. Fri.)
 January 19 (Friday), 2018, 2 P.M. to 4 P.M.

Office Only

Booth Number
Price of Space
Date Received
Deposit Received
Balance Due
Balance Paid - Invoice or Check Number
Invoice Number

SEND DEPOSIT BY SEPTEMBER 1 TO SECURE YOUR
2017 BOOTH SPACE LOCATION FOR 2018

(FOLLOWING SEPTEMBER 1, BOOTH SPACE WILL BE ASSIGNED IN ORDER OF DATE RECEIVED.)

We, the undersigned, do hereby make application for exhibit space as indicated below. We have read and agree to comply with the exhibit regulations and instructions on the reverse side of the exhibitor's copy of this application form and in the floor plan plat which is a part of this contract. **A deposit of at least 50% of the total cost of space designated is enclosed. We agree to pay the balance of the space rental price within 10 days of notification of space assignment.** If it is necessary for us to cancel, we understand that 50% of the advance payment may be refunded before space is assigned and no refund will be made after space has been assigned. **We further agree that we shall not be permitted to set up our display until our exhibit fees have been paid in full.** We understand that the early bird exhibit booth fee is \$250.00 due by December 1, 2017. The fee of \$275.00 before January 1 and a \$300.00 late fee after January 1, 2018. For fees paid after January 1, the company name will not appear in the In-Service Workshop program. **THE \$300.00 LATE FEE MUST BE CASHIER'S CHECK, MONEY ORDER OR CASH.** **SPECIAL NOTE:** Early bird fee for a vender with three or more booths is \$200.00 per space by December 1. The fee will be \$225.00 after December 1 and before January 1. After January 1 the late fee is \$250.00 per space.

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COPY FOR EXHIBIT DIRECTORY IN THE OFFICIAL PROGRAM BOOKLET:

Name of firm _____
 Business E-mail: _____
 Mailing Address _____ Phone Number: _____
 City _____ State _____ Zip Code _____
 Business Web-site: _____

Twenty-five word description of product you plan to display (exclusive of name and address)

Check here if you would like to keep the same description as last year's show.

NOTE: Description must be limited to 25 words restricted to brief statements of facts, describing products offered and services rendered and without self-serving proclamations of unproven sales and quality leadership. The officers of the OKMEA reserve the right to edit program copy.

Important -- Please Complete Reverse Side of This Form.

(OVER)



BOOTH SPACE REQUEST

Number of booth spaces requested _____ Choices for location are as follows:

First Choice, Booth Nos. _____ Second Choice, Booth Nos. _____

Third Choice, Booth Nos. _____ Fourth Choice, Booth Nos. _____

Current plans are to provide a gift for the membership drawing in the Exhibit Hall: (circle) Yes No

LIST THE NAMES OF YOUR BUSINESS REPRESENTATIVES BELOW (Up to 4 per booth space) PLEASE PRINT NAMES

Booth #1 _____ Booth #2 _____

Booth #3 _____ Booth #4 _____

Booth #5 _____ Booth #6 _____

Request for an adjoining vendor booth space

If you prefer to have space adjoining that of a specific exhibitor, give name of the firm _____

EXHIBIT SET-UP:

Exhibit set-up will be from 8 A.M. to 12 P.M. on Thursday, January 18, 2018. Check box below for special request.

We are requesting a "large truck move-in" between 7 A.M. and 9 A.M. on Thursday.

**Send Deposit
by September 1
to secure your
2017 Booth Space
Location for 2018**

Mail Today!
To:
OKMEA Exhibits
636 S. Bacone St.
Muskogee, OK 74403

For Information: Call Lisa - Phone (918) 360-0811 • Fax (918) 683-0832 • Email: jhokmea@gmail.com

**DO NOT SEND
THIS
EXHIBITOR'S
COPY TO
OKMEA**

**OKMEA
January 18 & 19, 2018
EXHIBIT CONTRACT
OKLAHOMA
MUSIC EDUCATORS ASSOCIATION
EXHIBIT SHOW
COX BUSINESS CENTER
(PREVIOUSLY TCC)
EXHIBIT HALL A
Tulsa, Oklahoma**

**NOTE:
EXHIBITORS
KEEP
THIS COPY**

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First Choice, Booth Nos. _____ Second Choice, Booth Nos. _____

Third Choice, Booth Nos. _____ Fourth Choice, Booth Nos. _____

Current plans are to provide a gift for the membership drawing in the Exhibit Hall: (circle) Yes No

EXHIBIT SET-UP:

Exhibit set-up will be from 8 A.M. to 12 P.M. on Thursday, January 18, 2018. Check box below for special request.

REMINDER:

**IT IS IMPORTANT THAT YOU LIST THE NAMES OF YOUR
BUSINESS REPRESENTATIVES ATTENDING THE SHOW,
ON THE BACK OF THE EXHIBIT CONTRACT.**

**NOTE: UP TO 4 REPRESENTATIVES PER BOOTH SPACE
(OVER)**

GENERAL REGULATIONS

1. EXHIBIT BOOTHS

Each 8' by 10' Exhibit booth includes the following: 8' Back Drape and 3' Siderail; 1-8' Skirted Table; 2-Premium Folding Chairs; 1-Wastebasket; 1-Vendor Identification Sign and 1-Vendor Packet (Vendor Packet will be e-mailed).

2. INSTALLATION AND DISMANTLING

Installation will begin on Thursday morning, and should be completed by 12:00 noon the same day. The exhibitor expressly agrees not to dismantle his exhibit or do any packing before the closing of the exhibits Friday at 4:00 p.m. Goods must be crated and packed for shipment by the exhibitor immediately following the close of the exhibits Friday at 4:00 p.m. A security guard will be on duty.

3. LIABILITY AND INSURANCE

The Oklahoma Music Educators Association, or the Cox Communication Center management, or any officers or staff members will not be responsible for the safety of the property of the exhibitors from theft, damage by fire, accident, or other causes, but will use reasonable care to protect the exhibitors from such loss and will have watchmen on duty during all periods when the exhibits are not operating. No responsibility is assumed for goods delivered to the exhibit area before the installation period or for unpacked materials left in the exhibit area after the closing hour of the exhibit. Exhibitors wishing to insure their goods must do so at their own expense.

4. SPECIAL SERVICES

For electrical service, contact Event 1, Inc. Event 1 Productions offers many services and rental equipment to help maximize your exposure at the 2018 Oklahoma Music Educators Association Meeting. The address is 1601 S. 129th West Ave., Sand Springs, OK 74063. The phone number is 918-245-8006 and the fax number is 918-245-8007. Web-site: www.event1inc.net

5. USE OF SPACE

All demonstrations, or other sales activities, must be confined to the limits of the exhibit booth. No exhibitor shall assign, sublet, or share the space allotted without the knowledge and consent of the management. No exhibitor is permitted to show goods other than those manufactured or dealt in by him in the regular course of business. Displays shall not be placed in such a manner as to interfere with other exhibits. The backs of exhibits which may extend above or beyond an adjoining exhibit must be decorated so as not to be objectionable to the adjoining exhibitor. Nothing shall be displayed at a height above the top of the back drop. Nothing shall be displayed higher than 4 feet along the side partition between booths. Floor lights may be installed only after approval of location and operation has been obtained.

6. FIRE PROTECTION

Table decorations must be flameproofed. All hanging must clear the floor. Electrical wiring must conform with national Electrical Code Safety Rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular. Exits, fire stations and fire extinguisher equipment must not be obstructed. Exhibitors must comply with all city fire regulations.

7. CIRCULARIZATION AND SOLICITATION

Distribution of circulars or promotional material may be made only within the space assigned to the exhibit presenting such material. No firm or organization not assigned space in the exhibit will be permitted to solicit business within the exhibit area.

8. RESTRICTIONS IN OPERATION OF EXHIBITS

The management reserves the right to restrict exhibits which, because of undue noise, method of operation, materials, or any reason, become objectionable, and also to prohibit or evict any exhibit which in the opinion of the management may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, shopping bags, raffles or anything of a character which the management determines is objectionable to the exhibit. No literature may be distributed outside the exhibit area. In the event of such restriction or eviction, the Oklahoma Music Educators Association is not liable for any refunds or rentals or other exhibit expense.

9. CARE OF BUILDING AND EQUIPMENT

Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the exhibitor.

10. REGULATIONS AND CONTRACT

These Regulations become a part of the contract between the exhibitor and the Oklahoma Music Educators Association. They have been formulated for the best interests of the exhibitors. The management respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the management.

11. FOOD AND BEVERAGE

All food and beverages served on the Cox Communication Center premises must be provided through the Cox Communication Center catering/concessions service. This does not include samples dispersed from exhibit booths. The Convention Center and their catering service will, of course, be very accommodating in addressing specific needs example: "bite size samples: provided by exhibitors.

**FOR ELECTRICITY AND OTHER INCIDENTALS, PLACE ORDERS AT
THE WEBSITE LISTED BELOW AFTER DECEMBER 1, 2017**

**2018 OKMEA Convention Decorating Company is Event 1, Inc.
1601 S. 129th West Ave., Sand Springs, OK 74063
Event 1, Inc. website is www.event1inc.net**

OKLAHOMA MUSIC EDUCATORS ASSOCIATION

2909 N 24th St. W., Muskogee, OK 74403

For Information: Phone (918) 360-0811 • Fax (918) 683-0832 • Email: jhokmea@gmail.com



10' EXHIBIT BOOTH @ \$250.00

(after Dec. 1 - \$275.00, after Jan. 1 - \$300.00)

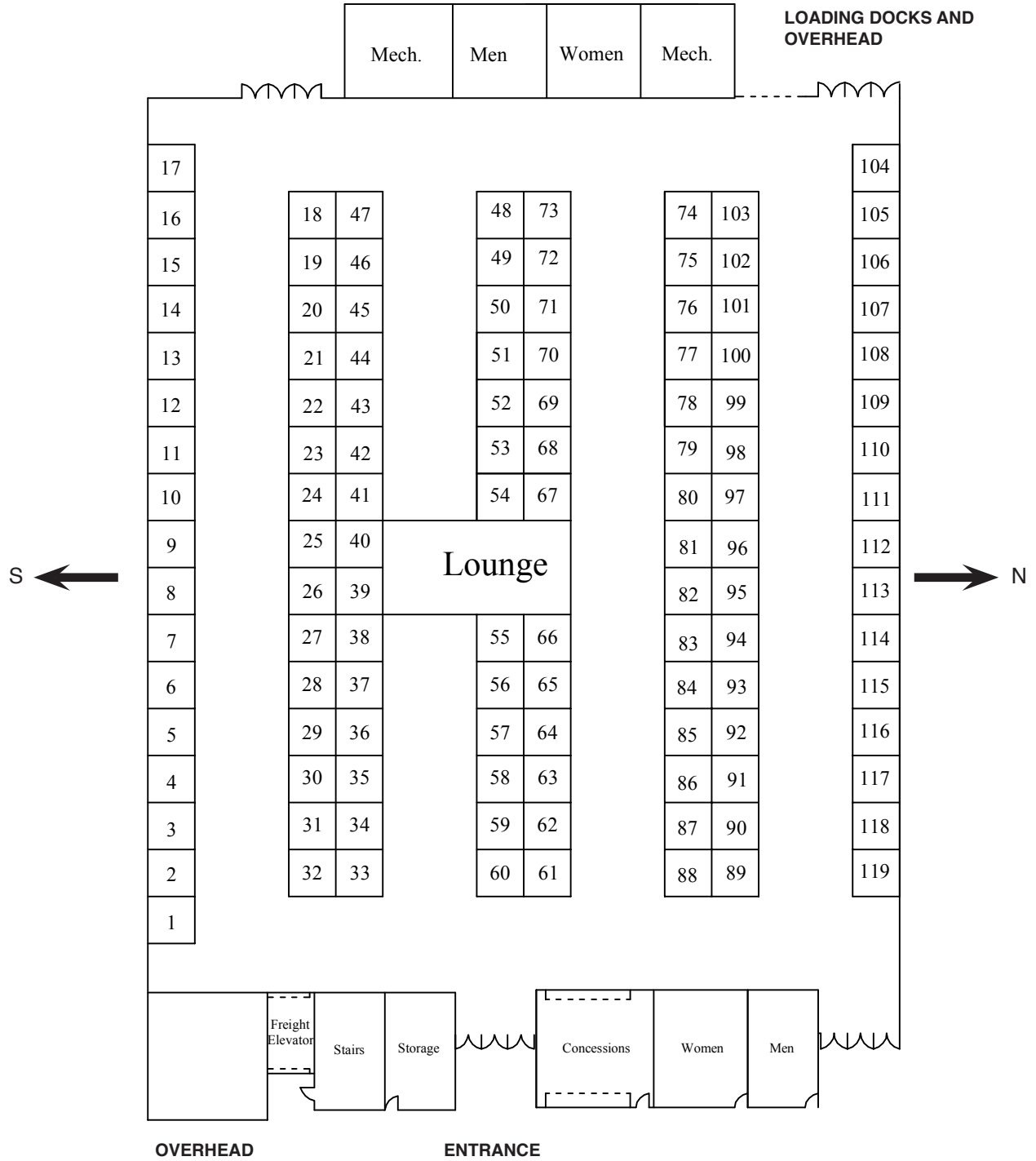
Special Note: Early bird fee for a vendor with three or more booths is \$200.00 per space prior to December 1st. There will be a fee of \$225.00 after December 1st and before January 1. After January 1st the late fee is \$250.00 per space.

Includes:

- 8' Back Drape and 3' Siderail
- 2-Premium Folding Chairs
- 1-Vendor Identification Sign
- 1-8' Skirted Table
- 1-Wastebasket
- Vendor Packet

OKLAHOMA MUSIC EDUCATORS ASSOCIATION CONVENTION
 COX BUSINESS CENTER
 EXHIBIT HALL A

Oklahoma Music Educators Association
 2018



Cox Business Center
 100 Civic Center
 Tulsa, OK 74103
 Located between Denver and
 Houston just off 7th Street
 in Downtown Tulsa.