

2010 Kentucky Music Educators Association Conference
Exhibit Contract
 Louisville, Kentucky
 February 3-6, 2010

FOR KMEA USE ONLY	
Date Rec'd _____	_____
Booth # _____	_____
Price of Booth _____	_____
Payment Rec'd _____	_____

Please type or print information below and return to: KMEA, P.O. Box 1058, Richmond, KY 40476, melissa@kmea.org or fax (859) 626-1115

Firm name _____ Phone (_____) _____

E-mail _____ Fax (_____) _____

Street address _____

City _____ State _____ Zip code _____

By _____ Title _____ Signed _____

Check MasterCard Visa Discover

Credit Card # _____ Exp. Date _____

V-code _____ Signature _____

Complete if address for further correspondence is different from above.

Name _____ Phone (_____) _____

Email _____ Fax (_____) _____

Address _____

Please refer to page 16 of the advertising brochure for a layout of the booths in the exhibit area. Please indicate booth choices in descending order.

First Choice, Booth # _____ Second Choice, Booth # _____

Third Choice, Booth # _____ Fourth Choice, Booth # _____

How many booths are desired? 1 – (\$350) 2 – (\$650) 3 – (\$950) 4 – (\$1250) 5 – (\$1550)
 6 – (\$1850) 7 – (\$2150) 8 – (\$2450) 9 – (\$2750) 10 – (\$3050)

Display Hours:

Thursday, February 4, 2010 10:00 a.m.–5:30 p.m. Closed for lunch 12:00–1:00 p.m.
 Friday, February 5, 2010 9:30 a.m.–5:00 p.m. Closed for lunch 12:00–1:00 p.m.
 Saturday, February 6, 2010 9:00 a.m.–12:00 noon

Exhibiting on Saturday is optional. Those who choose this option must clear their booth space by 10:00 p.m. Friday.

Do you plan to exhibit Saturday? Yes No

If it is necessary to have space adjoining that of a specific exhibitor, give name of the company. Companies requesting adjoining space must contact one another in advance and submit their applications together.

Adjoining company name: _____

- continued on back -

Lettering for standard booth sign should read as follows (two lines allowed):

One line for company name _____

One line for city and state _____

Please print a description with a brief statement of facts, describing products offered and services rendered and without self-serving proclamations of unproven sales and quality leadership. This information will be presented in the official conference program. The officers of KMEA reserve the right to edit the program copy. Descriptions exceeding 25 words will be condensed.

Our contract with the Kentucky International Convention Center requires us to provide information regarding food and drinks served in the exhibit hall. If you plan to offer food or drink samples as part of your exhibit, you must list name of product and sample size.

Applicant is asked to make a brief statement of the nature of the proposed exhibit. State how material will be displayed, and add any information that will assist in making an assignment in the most satisfactory location.

Our company will be selling items bearing the registered KMEA trademarks: Yes _____ No _____

A check in the amount of 10% of gross sales must be forwarded within ten (10) days after the conclusion of the conference to the KMEA office.

Indemnifying Clause: Exhibitor agrees to protect, save and keep the Kentucky Music Educators Association, the official decorator, and the Kentucky International Convention Center forever harmless from any damage or charges imposed for violation of any law or ordinance whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the Kentucky International Convention Center and the Kentucky Music Educators Association regarding the exhibition premises; and further exhibitor shall at all times protect, indemnify, save and keep harmless the Kentucky Music Educators Association, the official decorator, and the Kentucky International Convention Center against and from any and all loss, cost damage, liability, or expense arising from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees, and business invitees, which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.

We, the undersigned, hereby make application for exhibit space as indicated above. We have read and understand that the instructions included in the Exhibitor Terms of Agreement (page 14) are a part of this contract. Payment in full for the total cost of space desired is enclosed. Requests for specific space is open to applicants on a first come, first served basis. However, the occupant of a particular space in the previous year will be given until June 15, 2009 to reclaim that space. Cancellations must be made in writing to the KMEA office. For cancellations prior to November 1, 2009, all monies, less a \$50 service charge, will be refunded. For cancellations after November 1, 2009, the exhibitor shall receive NO refund.

Signature

Date

Exhibitor Terms of Agreement

1. Contracts and Rental Fee

Reservations for booth spaces must be made on the contract provided and must be accompanied by check for the full amount of space reserved. No assignments will be made until receipt of full payment. No contracts will be accepted after February 1, 2010.

2. Printed Conference Materials

Conference Program - contracts and checks must be received by December 1, 2009 for inclusion

3. Booth Assignments

Booths will be assigned by the KMEA office in the order that applications are received. Seniority will be given to those requesting the same exhibit space if the contract and check are received by June 15, 2009. Care will be taken to avoid adjoining booths of similar nature. Firms requesting adjoining booths must contact one another in advance and arrange for their applications to be submitted together. Adjoining booths will not be assigned unless both firms have submitted their request in writing.

4. Booth Specifications

Booths are 10' deep by 10' wide. Each booth includes one 8' undraped table, two folding chairs, and one standard 7" by 44" two-line identification sign. The cost of booths are as follows:

1 booth—\$350	2 booths—\$650	3 booths—\$950	4 booths—\$1,250	5 booths—\$1,550
6 booths—\$1,850	7 booths—\$2,150	8 booths—\$2,450	9 booths—\$2,750	10 booths—\$3,050

5. Exhibit Days, Dates and Hours of Operation

Dates	Installation	Display Hours	Lunch	Dismantle
Wed., Feb. 3, 2010	12:00 p.m.—8:00 p.m.			
Thurs., Feb. 4, 2010	7:30 a.m.—9:30 a.m.	10:00 a.m.—5:30 p.m.	12:00 p.m.—1:00 p.m.	
Fri., Feb. 5, 2010		9:30 a.m.—5:00 p.m.	12:00 p.m.—1:00 p.m.	5:00 p.m.—10:00 p.m.
<i>Exhibitors not displaying on Saturday must clear booth space by 10:00 p.m. Friday</i>				
OPTIONAL Sat., Feb 6, 2010		9:00 a.m.—12:00 p.m.		12:00 p.m.
<i>Exhibits must remain open until 12:00 p.m.</i>				

Security guards will be provided during all hours that the exhibits are officially open. Booths must be supervised by a representative during exhibiting hours.

6. Installation and Dismantling

Installation must be completed by 9:30 a.m. on Thursday, February 4, 2010. An exhibitor who does not appear by that time will not be allowed to set up, and will receive no refund. The exhibitor may opt out of displaying on Saturday. To do so, the booth must be dismantled and packed up by 10:00 p.m. Friday. Saturday exhibitors must remain open until 12:00 p.m. when the exhibit hall closes. Goods must be crated and placed for shipment immediately following the close of exhibits.

7. KMEA Signature Items

KMEA has granted exclusivity for the production of all recordings for the conference to Mark Custom Recording. Music T's has the exclusive right to produce and sell novelty or souvenir items bearing the KMEA and/or KMEA All-State logo with the exception of CDs, photos, and tapes of the All-State performances. These items may include plaques, patches, pins, or wearing apparel. Other vendors having questions about this exclusivity may contact the KMEA Office.

8. Decorating, Drayage and Additional Services

All services customarily required by exhibitors will be available at extra charge. The decorating and drayage company will handle table draping, furniture rental, labor, and all electrical needs. Resulting expense is the responsibility of the exhibitor. Order forms for these services will be included in the Exhibitor's Service Kit to be sent to you after your space is assigned. You will also find shipping information, rate schedules, and service order forms within the Exhibitor's Service Kit. All shipments must be pre-paid.

9. Hotel accommodations

The housing reservation information will be available on the KMEA website www.kmea.org. Accommodations will be available at the Hyatt Regency Hotel and the Galt House. Reservations will be made directly with the hotel via phone or online form and not with the KMEA office.

Hotel rates listed below do not include 15.01% current State and Local Tax:

<u>Hyatt Regency</u>	Single \$121.00	Double \$126.00	Triple \$131.00	Quad \$136.00	Parking \$13.00
<u>Galt House</u>	Single \$109.00	Double \$114.00	Triple \$119.00	Quad \$124.00	Parking \$12.00