



Serving All Music Educators

45th Annual WMEA State Conference

YAKIMA WASHINGTON

Yakima Convention Center

February 15-18, 2018

Exhibits are open

Friday, February 16

and Saturday, February 17

EXHIBITOR PROSPECTUS

Welcome to the 2018 WMEA State Conference



One of the highlights of any Washington Music Educators Conference in beautiful Yakima, Washington is the opportunity to visit the exhibit hall, networking and gaining information from industry experts such as YOU! The 2018 WMEA Conference over President's Day weekend promises to draw over 1,200 music educators from all regions in our state, enthusiastic and eager to learn about the newest industry innovations and services available to better serve their students and communities. Your participation and partnership as an exhibitor will infuse our conference with energy and excitement as our attendees consider the possibilities you present.

"Music: Leading to the Heart of Education" is the theme for our 2018 conference. We have a tremendously varied program already taking shape, with outstanding national headliners, clinicians, and performers, including the internationally acclaimed choral group Cantus, and the U.S. Navy Band. Our facilities are spacious and convenient, centered right in the middle of conference activities, and the WMEA leadership has ensured ample time in the schedule to encourage attendees to visit your booth. Would you consider joining our conference as an exhibitor? Please contact exhibits@wmea.org with your interest or for any questions.

Thank you for your support of music education in the life of every child!

Why this event?

- Gain the competitive edge with an Exhibit at our conference
- Enhance your visibility as a major supplier of music education products, a major educational institution or a provider of services and supplies to music education activities.
- Make the most of your marketing dollar.
- Meet thousands of your best customers.
- Discuss new trends in your product line with music educators, administrators and their students.
- Explain your music education program to teachers who can relay your strengths to their students.
- Secure your role as a problem solver for music educators.
- Check out the competition.
- Network with music educators and other institutional members.
- Be seen at Washington's premier music educators' event of the year.
- Interact with your colleagues.

RESERVE YOUR SPACE TODAY!

The Exhibitor Schedule

Tentative Conference Overview

FEBRUARY 15
THURSDAY

THURSDAY: Move-in begins at 6:00 PM and ends at 11:00 PM

We invite all exhibitors to begin loading at **6:00 PM** on Thursday, February 15. The doors to the Yakima Exhibit hall will be locked and unavailable prior to **6:00 PM**. All moving in must end at 11:00 PM on Thursday, February 15. The doors will be locked at **11:00 PM** and will not open again until **7:00 AM** Friday morning. Please schedule your time accordingly. By purchasing an exhibit space at this conference, you agree to load and set-up **ONLY** during these stated times. In order to move in, you **MUST** check in at the exhibitor registration booth and receive an exhibitor badge before being allowed to enter.

FEBRUARY 16
FRIDAY

FRIDAY

Move-in begins at **7:00 AM**. All exhibitors must be checked in no later than **8:00 AM**. An additional fee of **\$100** may be applied to your booth if you fail to check in by **8:00 AM** on Friday, February 16. All exhibitors must be checked in before being allowed to set up.

The exhibit hall opens at 11:45 AM.

The exhibit hall closes at 4:00 PM.

FEBRUARY 17
SATURDAY

SATURDAY

The exhibit hall opens at 9:30 AM.

The exhibit hall closes at 3:00 PM.

Booth Prices, Discounts

Booth spaces are **\$600**

There is an Early Bird Discount of **\$50** for **each** booth purchased if purchased before **September 1**.

In order to qualify for the **Early Bird Discount**, the exhibit contract must be submitted on or before **September 1** and must be complete with full payment.

Incomplete contracts or contracts without payment will not be eligible for the discount.

Associate Members

Booth spaces for Associate Members are **\$550**

Your Booth Comes With

8' High Back Wall Drape

3' Side Drape

Standard Identification Sign

Carpeting (*The hall is carpeted; there is no need to pay for additional carpeting.*)

One All-Conference badge per booth ordered

Unlimited staff exhibit-hall-only badges

Listing in the conference printed and online programs (Your booth must be paid for in full by December 1, 2017 to be included in the printed program.)

NEW THIS YEAR! Lunch will be provided to each exhibitor. Included in your booth space purchase, is one lunch ticket per booth for Friday and one lunch ticket per booth for Saturday. Lunch will be served in the exhibit hall. You may order additional lunch tickets for your staff. After completing the contract, please email exhibits@wmea.org with your additional lunch ticket orders. All additional lunch orders must be received seven days prior to the event.

NO Booth Purchase Will Include

Shipping and freight handling costs

Audiovisual equipment

Booth installation and dismantling

Booth cleaning

Individual booth security

Additionally, there will be no WMEA security for any overflow booths which will be in the lobby of the Yakima Convention Center.

Event Decorator

The conference decorator is LCD Exposition Services

Contact:

LCD Exposition Services

Barbara Lockard, Vice President

220 E. Augusta Ave

Spokane WA 99207

PO Box 4487

Spokane WA 99220

Phone: 509-325-9656 Fax: 509-325-9670

barbaral@lcdexpo.com www.lcdexpo.com

All exhibitors are welcome to bring furniture, but if you would like to order furniture, please do so through LCD Exposition Services.

Event Decorator

Furniture

Booth furnishings, storage and material handling will be available only through LCD Exposition Services. Rates and order forms will be available in the conference's Exhibitor Service Kit, which will be emailed to all exhibitors and available on the WMEA website (www.wmea.org) in late December 2017. All official orders will go through LCD Exposition Services.

Material Handling

Exhibitors may hand-carry their own materials into and out of the exhibit facility. The use or rental of dollies, flat carts and other mechanical equipment is not permitted. Only bona fide, regular employees of the exhibiting companies will be permitted to hand-carry items in and out of the exhibit facility. Unloading or reloading at the dock of any and all contracted carriers will be handled exclusively by LCD Exposition Services.

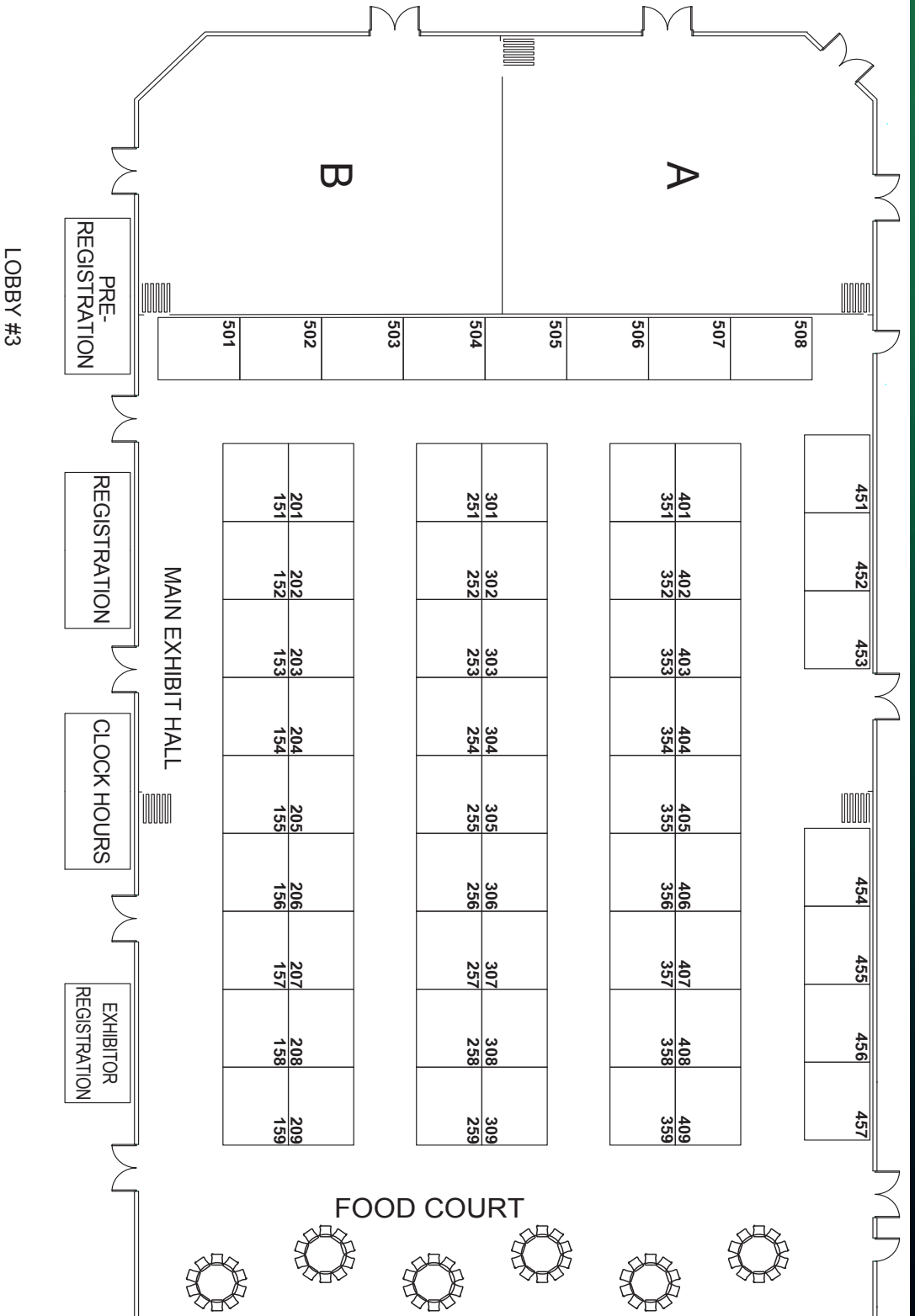
Shipping, Packing and Storage

LCD Exposition Services is the official receiving and shipping agent for the handling of exhibit materials which are shipped by freight and therefore necessitate local pick-up and forwarding. Deliveries will be made to the space number of the exhibitor and picked up at the close of the conference. Empty crates and cartons must be stored by LCD. The rate schedule for these services will be emailed from LCD in the exhibitor kit.

These charges are to be assumed by the individual exhibitor. All shipments should be prepaid. Bills of Lading and Notice of Shipment should be made promptly to LCD.

The Yakima Convention Center is unable to accept any United Parcel Service or other shippers deliveries. **Please use LCD for all deliveries.** Contact LCD Exposition Services for further information.

Exhibit Hall Map



LGD
EXPOSITION
ASSEMBLY CENTER
509-325-9656

5 10 20

69 - 8 x 10 booths
wmea2018.pdf

MAIN ENTRANCE

YAKIMA CONVENTION CENTER
Yakima, Washington

WOMEN

Application for Space and Exhibit Facts

Booth Spaces

Booths are given priority in assigning type and location according to the date the application is received.

Booth applications are assigned a number based on the date on which they are received in the WMEA office. That number determines the order in which spaces are assigned. The first contract in gets the first placement, and so on.

A minimum deposit of \$300 per booth must accompany the Exhibit Contract. The balance due must be received on or before December 1, 2017. If the balance is not paid in full prior that date, the exhibitor will be invoiced. A \$25 processing fee will be added to the total amount due if WMEA must mail an invoice after December 1. All orders received after December 1, 2017 must include payment in full. Payment may be by check, purchase order, Visa or Mastercard.

The contract and payment must be sent together (please do not send separately) to:

**Washington Music Educators Association
Mario Brown, Exhibits Manager**

**19105 36th Avenue West, Suite 213
Lynnwood, Washington 98036
Fax: 425-776-1795**

Ceiling Heights

14 feet working height in the Exhibit Hall. The tallest door is 14 feet.

Hall Colors

Green and white, with gray aisle carpet where used.

Cancellation

Cancellation notification must be submitted in writing to the WMEA Exhibits Manager. Refunds of the total amount paid minus \$100 per booth service charge will be issued for cancellation notices received on or before December 1, 2017. WMEA reserves the right to cancel or refuse rental of display space to any exhibiting firm or person whose conduct or display of goods is, in the opinion of the Show Management, incompatible with the general character and objectives of the exhibition or the conference.

Exhibit Location

**Yakima Convention Center
Exhibit Halls C-D
10 North Eighth Street
Yakima, Washington 98801
www.yakimacenter.com**

Exhibit Installation and Dismantling

The loading dock of the Yakima Convention Center is located off Yakima Avenue at Eighth Street. Center officials will work with LCD to designate appropriate dock locations for vehicles to unload and load during move-in and move-out periods. Vehicles left at the loading dock unattended for an excessive period of time, or not in the actual loading or unloading process, will be subject to towing at the owner's expense. All installation of decorator materials is the purview of LCD Exposition Services.

General Information

Exhibit Tidbits

Access to the exhibit areas will be limited to exhibitors and delegates during open hours. Students in guest performing groups will also be allowed to visit the exhibits if directly chaperoned at a ratio of one adult for five students.

We discontinued furnishing chairs and tables several years ago as a majority of exhibitors were furnishing their own. For us to provide them, unused by many exhibitors, would increase the booth price for everyone.

Please note that we have made arrangements with LCD Exposition Services to furnish your accessory needs at a rate that is lower than that charged by the average area decorator—especially those ordered in advance. We believe our approach will save everyone money in the long run. Exhibits must remain within the allocated dimensions. If extra room is needed, the exhibitor needs to purchase additional booth space and not plan to “overflow” an end booth or into the aisles.

Exhibitor Registration

WMEA provides one complimentary non-transferable Conference registration badge and five staff Exhibit Hall Only badges for each booth purchased. Additional complimentary Exhibit Hall Only badges can be obtained on site. Additional Conference registration badges can be purchased through normal conference registration procedures at the appropriate cost. Conference badges provide admission to the exhibit hall and all conference programs and events. Exhibit Hall Only badges provide admission only to the exhibit hall and free concert hours (pending space availability after delegate seating).

Security and Insurance

Basic hall security will be provided around the clock by WMEA and the Yakima Convention Center. However, exhibiting firms are solely responsible for their own exhibit materials and are encouraged to hire individual booth security. Although every effort will be made to protect merchandise and displays, exhibiting firms are required to maintain the insurance coverage as specified in the Exhibit Rules and Regulations set forth in the Exhibit Contract. Exhibiting firms are expected to have a Certificate of Insurance on site to verify appropriate coverage for liability and property damage.

Sales Permitted

Sales are permitted at exhibit booths. Collecting and reporting applicable taxes are the responsibility of the exhibitor. The state of Washington has a sales tax on most goods and services sold.

Housing

Online housing information will be available in September at www.wmea.org. Exhibitors are encouraged to use official conference hotels as that helps provide our meeting, concert and exhibit space. The headquarters hotels are the Red Lion Hotel, adjacent to the Yakima Convention Center, and Howard Johnson's, just one block away (easy walk to the Convention Center).

Shipping, Packing and Storage

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Booth Representative

An attendant must be in charge of the display during the open hours of the exhibits.

Exhibit spaces not claimed by one hour prior to the first opening may be reassigned without refund of rental paid.

All exhibitors are **required** to keep their exhibits open until the listed closing time and agree not to dismantle or pack up before that time. Goods must be crated for shipment immediately following the closing unless prior arrangements are made with LCD.

Advertising

Exhibitors that advertise in the official *Conference Program* will receive a 25% discount on that advertising. This discount supersedes all other discounts and is the only one that exhibitors will receive.

Smoking

Smoking is not permitted anywhere in the Yakima Convention Center meeting or exhibit space nor in any other conference venue.

Order your booth today!

WMEA
19105 36th Ave W Suite 213
Lynnwood, Washington 98036

800-324-WMEA or 425-712-9632
fax: 425-776-1795

exhibits@wmea.org
www.wmea.org

133d Army National Guard Band
204th Division Army Band
Accent Musical Instruments
ACFEA Tour Consultants
Affinity Group Tours
Air National Guard – Band of the Northwest
Alfred Publishing Company
American Guild of English Handbell Ringers
Andy Mackie Music Foundation
Blaze Cone Co. – High Gear
Boise State University
Bourne Marimbas
Brigham Young University – Idaho
Brodin Music
Buffett Crampon USA Inc.
Capitol Music Center
Cascade Publishing
Centrum
Collegiate Apparel
Community Calendars Fundraiser
Concordia University
Conn-Selmer, Inc.
Cornish College of the Arts
DeMoulin Brothers & Company
Djembe Direct
Disneyland–Disney Magic Music Days
Dough-To-Go
Eastern Oregon University
Eastman Strings
Ed Sueta/Macie Publishing
Educational Travel Services
Educational World Tours

Empire Music Co, Ltd.
Gemeinhardt Co, Inc.
George Fox University
Getzen Company, Inc.
Glencoe/Macmillan/McGraw-Hill
Hammond Ashley Violins
Haynes Flutes
Howard Rockwin Photography
J.W. Pepper
Jupiter Band Instruments, Inc.
Kennelly Keys Music, Inc.
Kersten Music Corporation
Lake Samish Music Camp
LifeSounds Educational Services
Little Caesar's Pizza Kit Fundraising
Malmark, Inc. – Bellcraftsman
Manhasset Specialty Company
Mills Music, Inc.
Music Centers, Inc.
Music Educators National Conference
Music Works Northwest
musicgiftsonline
Neil A Kjos Music Co.
New Horizons Tour and Travel
Notion Music, Inc.
Ozark Delight Candy Company
Pacific Northwest Fundraising
Part Predominant Recordings
Pearl Corporation
Pearson (Scott Foresman-Silver Burdett)
Peery Products Co, Inc.
Peripole Bergerault, Inc.

PepWear
Principle Fund Raisers
Quail Valley Farms
ReignMakers Umbrellas
Rhythmetrics (BeatBucket drums)
Rubber Band Arrangements
School Employees Credit Union
Schulmerich Bells
Seattle Symphony
Seattle Youth Symphony Orchestras
Sentinel Mountain Press
Sheet Music Service
Shoreline Community College
SmartMusic/MakeMusic/Finale
Sound Music Publications
Soundwaves Recording
Ted Brown Music Company
The Music Toolbox
Tianjiao International Education Group
United States Marine Corps Music Program
University of Oregon School of Music
University of Washington School of Music
Washington American Choral Directors Association
Washington Music Educators Association
Washington State University Cougar Marching Band
Wenger Corporation
Western International Band Clinic
World Projects
Yamaha Corporation of America Band/Orchestral Div.
Yamaha Corporation of America Music In Education
Young Musicians Excelling