2019 NAfME-NW

46th Biennial Northwest Division Conference

Portland, Oregon
Oregon Convention Center
February 14-17, 2019
Exhibits, February 15-16

Exhibit Prospectus
THE EXHIBIT HALL is a very important part of the 2019 NAfME Northwest Division Conference. There will be thousands of teachers, students and parents from all six Northwest Division states. The Conference Attracts the Northwest’s Best Music Educators. Exhibits are located in the Exhibit Hall of the Oregon Convention Center. Conference registration is also in the Exhibit Hall located directly opposite of the Exhibit Hall entrance. All booths are 10’ x 10’.

JOIN YOUR LOYAL CUSTOMERS!

• **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 the Northwest’s premier music educators conference in the Pacific Northwest.
• **Interact** with your colleagues.

RESERVE YOUR SPACE TODAY!
TENTATIVE CONFERENCE OVERVIEW

EXHIBIT HOURS: 11:00 AM - 5:00 PM Friday  9:00 AM - 4:00 PM Saturday

This is a proposed schedule. It is subject to change.

THURSDAY: Move-in begins at 6:00 PM. There will be a specific order for move-in based on the order in which the exhibit contract has been received and the nature of the move-in. Any company using the loading dock will be assigned a specific time on Thursday in which they will be able to move in. If you are given a time, and cannot make that specific time, then your move-in will be subject to availability of the dock.

FRIDAY: Move-in begins at 7:00 AM. For those companies using the loading dock, you will be given a specific time to move-in. If you are given a time and are not present then you will be subject to the availability of the loading dock. Move-in and setup must be complete by 11:00 AM.

FRIDAY: The exhibit hall opens at 11:00 AM.

FRIDAY: The exhibit hall closes at 5:00 PM.

SATURDAY: The exhibit hall opens at 9:00 AM.

SATURDAY: The exhibit hall closes at 4:00 PM. There is a 40-minute break in the conference schedule from 3:10 PM until 3:50 PM. All exhibitors must remain setup in the hall until 4:00 PM. You may begin to pack and leave at 4:00 PM.
Non-Member Pricing:

<table>
<thead>
<tr>
<th>Booth Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premium Booth Space</td>
<td>$1200</td>
</tr>
<tr>
<td>Standard Booth Space</td>
<td>$900</td>
</tr>
</tbody>
</table>

Discounts:

**Early Bird Special**
A one-time discount of $100 per booth will be subtracted for each booth that is paid-in-full by the Early Bird Deadline, which will be applied in the office. Exhibit booth contracts and full-payment must be received in the WMEA office by **August 1, 2018**. Booths not paid-in-full by August 1, 2018 will forfeit the discount.

**WMEA Associate Member/NAfME Corporate Member Discount**
A one-time discount of $100 per booth will be subtracted for each booth purchased. Your company must be a WMEA associate member OR an NAfME corporate member when the contract is processed and payment is made.

**Exhibitor Loyalty Discount:**
A one-time discount of $100 per booth will be subtracted from your total bill if you exhibited at the 2018 WMEA State Conference in Yakima, Washington.

**Example of discounts applied:**

<table>
<thead>
<tr>
<th>Premium Booth Space</th>
<th>$1200</th>
<th>Standard Booth Space</th>
<th>$900</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird Discount</td>
<td>-$100</td>
<td>Early Bird Discount</td>
<td>-$100</td>
</tr>
<tr>
<td>Membership Discount</td>
<td>-$100</td>
<td>Membership Discount</td>
<td>-$100</td>
</tr>
<tr>
<td>Exhibitor Loyalty Discount</td>
<td>-$100</td>
<td>Exhibitor Loyalty Discount</td>
<td>-$100</td>
</tr>
<tr>
<td><strong>Total per booth after discount:</strong></td>
<td><strong>$900</strong></td>
<td><strong>Total per booth after discount:</strong></td>
<td><strong>$600</strong></td>
</tr>
</tbody>
</table>
Lunch will also be provided to exhibitors. A hot lunch will be served and each exhibitor will receive one lunch per booth purchased. Additional lunches may be purchased at the rate of $15 per lunch.

All Booths come with:
- 8’ High Back Wall Drape
- 3’ Side Drape
- Standard Identification Sign
- Carpeting
- One (1) all-conference badge per booth ordered
- Unlimited staff exhibit-hall-only badges per booth ordered
- Listing in the conference’s official program if information is received by December 15, 2018

Premium Booths also come with:
- Booth Furnishings (The premium booths come up to with a table, two chairs and a waste basket. The standard supply of a table, two chairs and a waste basket is **PER BOOTH**. All furniture must be ordered through LCD Exposition Services. Exhibitors are welcome to bring their own furniture as well.)
- Electrical Service (Electrical service must be ordered through LCD Exposition Services.)

NO BOOTH 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. Overflow booths will be in the foyer of the hotel.

**SPECIAL NOTE:** **PREMIUM BOOTH PURchasERS** will order their furniture and electricity from LCD Exposition Services and LCD will forward the bill to WMEA.

Lunch will also be provided to exhibitors. A hot lunch will be served and each exhibitor will receive one lunch **per booth purchased.** Additional lunches may be purchased at the rate of $15 per lunch.
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 in which they were 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, 2018. If the balance is not paid in full prior to that date, the exhibitor will be invoiced. A $50 processing fee will be added to the total amount due if WMEA sends an invoice after December 1. All orders received after December 1, 2018, must include full payment for the desired level. If the desired level is no longer available, a refund of the price difference will be sent. Payment may be by check, Purchase Order, Visa or MasterCard.

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

Mario Brown WMEA
19105 36th Avenue West Suite 213
Lynnwood WA 98036

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, 2018. Refunds will not be paid for cancellations received after December 1, 2018 for any reason. 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 Show Management, incompatible with the general character and objectives of the exhibition or the conference.

**Exhibit Location**
Oregon Convention Center
777 NE Martin Luther King Jr Blvd
Portland, OR 97232
www.oregoncc.org

**Ceiling Heights**
12 feet working height in the Exhibit Hall. The freight elevator is 10 feet wide, 17 feet high and 10 feet deep with a 10,000 pound maximum. Guest elevators may not be used to move equipment at any time.

**Hall Colors**
Blue and White, with gray carpet.

**Exhibit Installation and Dismantling**
The loading dock of the Hyatt Regency Bellevue is located off of 106th Street. Vehicles must be moved after loading/unloading to allow others access to the dock. All materials must be taken to the first level Evergreen Ballroom via the Freight Elevators located on the dock level. Use of guest elevators is not permitted at anytime for freight and equipment movement. The large freight elevator dimensions are 10 feet wide x 17 feet high x 10 feet deep. Freight load maximum capacity is 10,000 pounds.
Event Decorator

LCD Exposition Services
East 222 Augusta
Spokane, Washington 99207
509-325-9656
Fax 509-325-9670
PATTID@lcdexpo.com
www.lcdexpo.com

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 e-mailed to all exhibitors and available on the NAfME Northwest Division website (www.nafmenw.org) in late December 2018.

All orders for furniture will go through LCD Exposition Services. Companies that order PREMIUM booth spaces will have their furniture order included in the price of their spaces.

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 with LCD. The rate schedule for these services will be e-mailed 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 Bellevue Hyatt Regency is unable to accept any United Parcel Service or other shipper’s deliveries. Please use LCD for all deliveries. Contact LCD Exposition Services for further information.
Exhibit Hall Map

SAMPLE MAP

*May not be the real map

CONCESSIONS
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.

WMEA does not furnish chairs and tables for standard booths.

LCD Exposition Services will furnish your accessory needs. In order for Premium booth furniture and electricity to be included in the price of the booth, all orders must be made in advance of the event. Any orders taken after the show setup beings will be at the expense of the exhibitor.

Exhibits must remain within the allocated dimensions. If extra room is needed, the exhibitor needs to purchase additional booth space. Merchandise must remain within the booth area purchased.

Exhibitor Registration

WMEA provides one complimentary Conference registration badge and unlimited 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 convention 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 Bellevue Hyatt Regency. 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.

Exhibitors’ Reception

WMEA will sponsor a complimentary Exhibitors’ Reception on Friday from 5:00-6:00 PM. You and your staff members are invited to spend time socializing. An exhibitor’s badge will be your admission to the reception. A no-host bar will be available in addition to the snacks provided by WMEA.

Housing

Housing information will be online for all exhibitors and delegates by September 1, 2018. Exhibitors are encouraged to use official conference hotels as that helps provide our meeting, concert and exhibit space.
Advertising

Exhibitors that advertise in the official Conference Program will receive a 25% discount on that advertising. This discount supersedes all other discounts.

Booth Representative

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

Exhibit spaces not claimed by 10:00 am Friday may be reassigned without refund of rental paid.

All exhibitors are required to keep their exhibits open until closing at 4:00 pm Saturday and agree not to dismantle or pack up before that time. Goods must be crated for shipment immediately following the closing at 4:00pm Saturday unless prior arrangements are made with LCD.

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.

Smoking

Smoking is not permitted anywhere in the Bellevue Hyatt Regency meeting or exhibit space nor in any other conference venue.

Sponsor a Special Event

There are many events that take place during the conference. If you are interested in sponsoring any special events, please contact the office for information and opportunities.

Sponsor Clinicians

If you would like to sponsor a clinician contact the WMEA office. Your request will be forwarded to the appropriate session committee. You are encouraged to invite your sponsored clinicians to spend time at your booth.

Sponsor Materials

Many sessions need special materials for clinicians’ use. Samples of music, elementary rhythm instruments, music stands, publications and a myriad of other equipment that may be desired. Companies willing to furnish those materials will be acknowledged in the official conference program as well as at each clinic where those supplies are used.

To volunteer such materials, please contact the WMEA office for more information.
Order your space today!

WMEA
19105 36th Avenue West Suite 213
Lynnwood, Washington 98036

800-324-WMEA (9632)  425-712-WMEA (9632)  (FAX) 425-776-1795
exhibits@wmea.org
www.wmea.org

A Partial Listing of Exhibitors at Recent Conferences

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
College Apparel
Community Calendars Fundraiser
Concordia University
Conn-Selmer, Inc.
Comish 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
Manhattan 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)
Peeples Family 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
SPONSOR THE CONFERENCE

Contact the WMEA office to learn how you can sponsor the 2019 NAfME-Northwest Division Conference. There are ample opportunities available that will allow you to promote your brand to the largest gathering of music teachers in the Pacific Northwest.

ADVERTISE TO OUR DELEGATES!

• In print: All exhibitors will receive a 25% discount off the cost of a print ad in the official conference program.
• Online: Make sure that the delegates take your ad with them. You can place a banner ad in the official conference Guidebook app. This app will hold all the details of our conference and can include your ads as well. Imagine knowing that your ad can be seen at your customer’s home, work and on-the-go via multiple computers and devices. This is the power of our targeted ad.