

2022

WMEA Conference Exhibitor Prospectus

FEB 17th-20th



YAKIMA
CONVENTION
CENTER

Welcome to the 2022 WMEA State Conference



One of the highlights of the Washington Music Educators State Conference in Yakima is the opportunity for current and future music educators to browse the exhibits, network, with industry leaders, and brainstorming about the products and services that will empower them to do their best work. Our exhibitors come from a variety of industries, including product vendors, educational associations, institutions, technology, and more. By becoming an exhibitor at the WMEA Conference, you will have the opportunity to network with music educators from all levels and disciplines. Our conference typically draws over 1400 music educators from throughout the our state!

Since our last conference, the Yakima Convention Center has undergone an extensive remodel and expansion! All of the spaces have been refurbished, several new meeting rooms have been added, and the lobby has been expanded. In comparison with past events, the renovated Convention Center will offer better traffic flow through the exhibits, and centralize more of the conference sessions within the same building as the Exhibit Hall.

The past two years have presented many challenges to educators, students, businesses, and institutions. We know that it has been a struggle at times. While we are still dealing with lingering effects of the COVID-19 pandemic, we are also hopeful for the future. Music educators have shown extreme flexibility and innovation since our last conference, and will arrive at the 2022 conference with different needs and interests than they have had in the past. I hope you will be there to share what you can offer to help us collectively carry music education into the future!

Congratulations on making it through the pandemic, and thank you for your support of music education for all students!

**BECOME A
MEMBER**
JOIN TODAY!



Do you need support in your career? Do you need to connect with other music teachers? Join NAfME today!

Simply go to
www.wmea.org and click:

JOIN NOW

Get 21st-century advocacy support and resources
Become part of the network of serious, committed music educators
Gain access to online, state, and national professional development
Spotlight your students with ensembles, honors, and contests

The Exhibitor Schedule

Tentative Conference Overview

THURSDAY FEB. 17:

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 17**. The doors to the exhibit hall will be locked and **unavailable** prior to 6:00 PM. All moving in must end at 11:00 PM on Thursday, February 17. 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.

FRIDAY, FEB. 18:

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 charge if you fail to check in by 8:00 AM on Friday, February 18. All exhibitors must be checked in before being allowed to set up. **The exhibit hall opens for conference delegates and attendees at 11:45 AM.**



SATURDAY, FEB. 20:

The exhibit hall opens at 9:00 AM.
The exhibit hall closes at 4:00 PM.



Booth Prices

Discounts and Details

There are two booth styles.

Premium booth base price:	\$700
Standard booth base price:	\$600

There are two discounts available for your booth.
Discounts are per booth.

Details below

Partner Member Organization	-\$100
Exhibitor Loyalty Discount**	-\$50

Booth Packages:

- All items on this list are provided by show management at no additional charge to the exhibitor
- Booth size: 8x10
- Show color(s): Black
- Premium Booth includes: 8' high back drape, 3' high side drape on two sides, one 8' skirted table, two chairs, one wastebasket, and one booth ID sign
- Standard Booth includes: 8' high back drape, 3' high side drape on two sides, and one booth ID sign
- The Yakima Convention Center is a carpeted facility

Policies:

- All orders must be pre-paid in advance. Payment in full is required for all services PRIOR to delivery.
- No credits or substitutions of items provided in the booth package are available. If you require a different table size or skirt color other than the one provided by show management, you must rent the item.
- No refunds will be issued for cancellation of rental items after installation.

No Booth Will Include

- Shipping and freight handling costs
- Audio-visual 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

Bear Event Services is pleased to be your official contractor for the WMEA Conference at the Yakima Convention Center, in Yakima, Washington. We are available to assist you with any decorating, freight, and labor needs you may have and to help make your participation in this event a success.

Exhibitor Services: Direct questions regarding furniture rentals, freight handling, etc. to:

**Bear Event Services
509-834-7868**

Exhibit Location

Yakima Convention Center
10 N 8th St, Yakima, WA 98901
(509) 575-6062

Booth Spaces

Booths are assigned type and location priority, 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, 2019. If the balance is not paid in full by 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, 2021, 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
Frank Kralovec, Exhibits Manager

19105 36th Ave W, Suite 213
Lynnwood WA 98036
Fax: 425-776-1795

Load-In Procedures

The Yakima Convention Center loading dock is located off Yakima Avenue at Eighth Street. YCC officials will work with Bear Event Services 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.

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 Bear Event Services.

Furniture & Decorations

Booth furnishings, storage and material handling will be available through Bear Event Services

only. 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, 2021. All official orders will go through Bear Event Services.

WMEA does not furnish chairs for booths. Please note that we have made arrangements with Bear Event 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.

All installation of decorator materials is the purview of Bear Event Services.

The Yakima Convention Center Exhibit Hall has a black-and-white color scheme, with gray aisle carpet, where used.

Shipping, Packing & Storage

Bear Event 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 Bear. The rate schedule for these services will be emailed from Bear 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 Bear.

The Yakima Convention Center is unable to accept any United Parcel Service or other shippers' deliveries. Please use Bear for all deliveries. Contact Bear Event Services for further information. For further questions about shipping and deliveries, please contact Bear directly:

Bear Event Services

1301 S. Fair Avenue
Yakima, WA 98901
509-834-7868

info@beareventservices.com

Cancellation

Cancellation notification must be submitted in writing to the WMEA Exhibits Manager. A full refund will be given for cancellations and withdrawals before or on December 1. WMEA will charge a fee of 100 dollars for cancellation or withdrawal after December 1. 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.

Security and Insurance

Basic hall security will be provided around the clock by WMEA and the Yakima Convention Center. However, exhibiting organizations are solely responsible for their own exhibit booths, including all materials and displays in the booth area. Exhibitors 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 Liability Insurance on site to verify appropriate coverage for liability and property damage.

Registration for Exhibitors

WMEA provides one complimentary non-transferable **conference registration badge** for each booth purchased. Additional complimentary **Exhibit Hall Only badges** can be obtained on site. These badges provide admission only to the Exhibit Hall and free concert hours (pending space availability after delegate seating).

If an organization representative wishes to attend conference sessions happening outside of the Exhibit Hall, additional **conference registration badge(s)** must be purchased at the applicable registration price. Conference registration is available on site.

Sales Policy

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

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. Please contact Frank Kralovec with further questions regarding advertising in the Conference Program.

Housing

Housing information will be available online in November at www.wmea.org. Exhibitors are encouraged to use official conference hotels as that helps provide our meeting, concert, and exhibit space. **The conference hotels include the Red Lion Hotel, adjacent to the Yakima Convention Center, the Howard Johnson, just one block away (easy**

walk to the Convention Center) and the Holiday Inn, located diagonally across the street from the Convention Center.

Additional Terms of Contract

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 Bear.

Tips & 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.

Exhibits must remain within the allocated dimensions. If extra room is needed, the exhibitor must purchase additional booth space and not plan to "overflow" an end booth or into the aisles.

Ceiling Heights

Please be advised that the tallest door in the Exhibit Hall is 14 feet. All equipment brought into the Exhibit Hall must fit through that height.

Smoking

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

Reserve your booth today!

Washington Music Educators Association

19105 36th Ave W, Suite 213

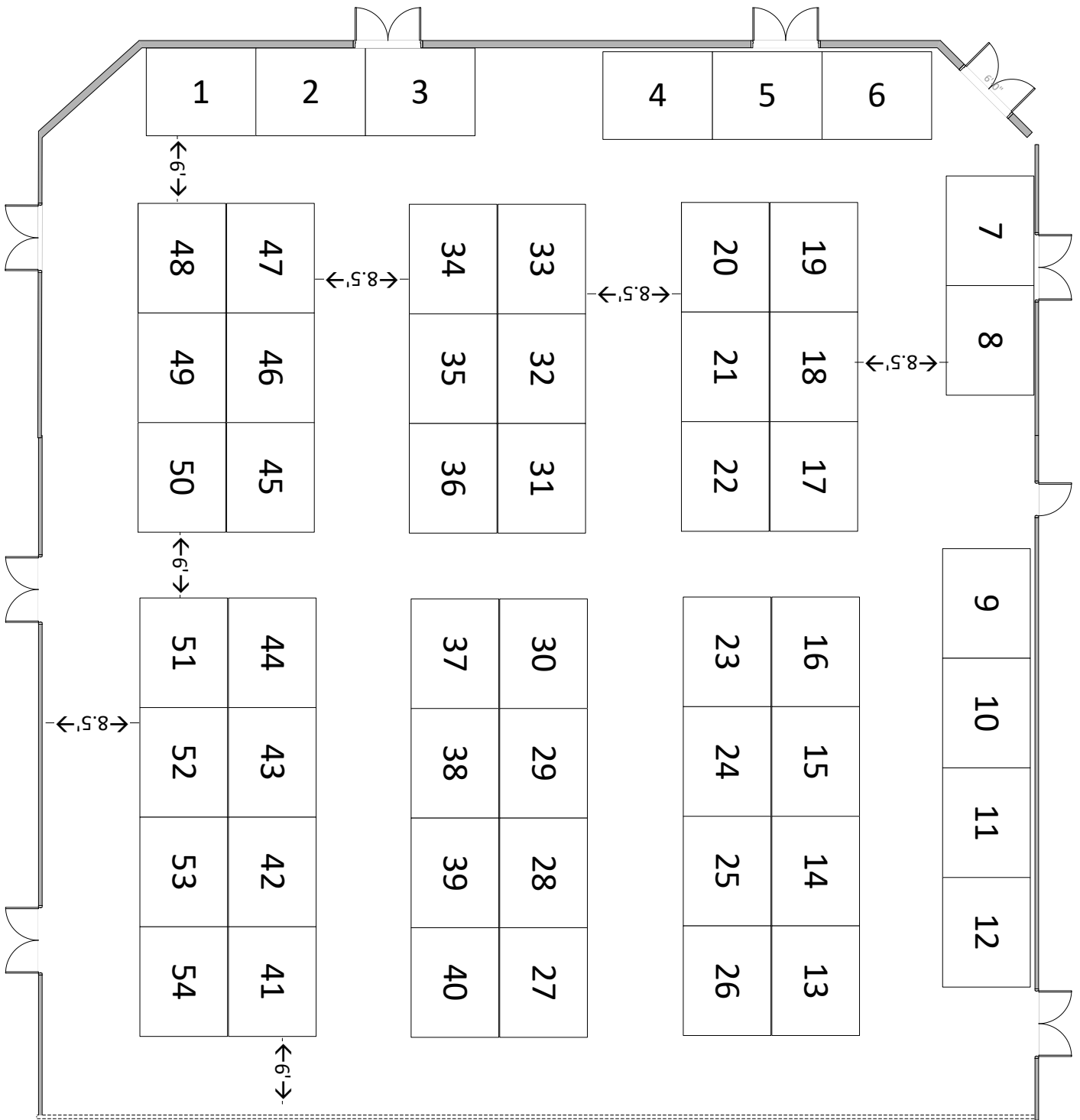
Lynnwood, WA 98036

800-324-WMEA or 425-712-9632

fax: 425-776-1795 exhibits@wmea.org www.wmea.org

Previous Exhibitors

133d Army National Guard Band	Gemeinhardt Co, Inc.	Quail Valley Farms
204th Division Army Band	George Fox University	ReignMakers Umbrellas
Accent Musical Instruments	Getzen Company, Inc.	Rhythmatics (BeatBucket drums)
ACFEA Tour Consultants	Glencoe/Macmillan/McGraw-Hill	Rubber Band Arrangements
Affinity Group Tours	Hammond Ashley Violins	School Employees Credit Union
Air National Guard – Band of the Northwest	Haynes Flutes	Schulmerich Bells
Alfred Publishing Company	Howard Rockwin Photography	Seattle Symphony
American Guild of English Handbell Ringers	J.W. Pepper	Seattle Youth Symphony Orchestras
Andy Mackie Music Foundation	Jupiter Band Instruments, Inc.	Sentinel Mountain Press
Blaze Cone Co. – High Gear	Kennelly Keys Music, Inc.	Sheet Music Service
Boise State University	Kersten Music Corporation	Shoreline Community College
Bourne Marimbas	Lake Samish Music Camp	SmartMusic/MakeMusic/Finale
Brigham Young University – Idaho	LifeSounds Educational Services	Sound Music Publications
Brodin Music	Little Caesar's Pizza Kit Fundraising	Soundwaves Recording
Buffett Crampon USA Inc.	Malmark, Inc. – Bellcraftsman	Ted Brown Music Company
Capitol Music Center	Manhasset Specialty Company	The Music Toolbox
Cascade Publishing	Mills Music, Inc.	Tianjiao International Education Group
Centrum	Music Centers, Inc.	United States Marine Corps Music Program
Collegiate Apparel	Music Works Northwest	University of Oregon School of Music
Community Calendars Fundraiser	musicgiftsonline	University of Washington School of Music
Concordia University	National Association for Music Education	Washington American Choral Directors Association
Conn-Selmer, Inc.	Neil A Kjos Music Co.	Washington Music Educators Association
Cornish College of the Arts	New Horizons Tour and Travel	Washington State University Cougar Marching Band
DeMoulin Brothers & Company	Notion Music, Inc.	Wenger Corporation
Djembe Direct	Ozark Delight Candy Company	Western International Band Clinic
Disneyland–Disney Magic Music Days	Pacific Northwest Fundraising	World Projects
Dough-To-Go	Part Predominant Recordings	Yamaha Corporation of America Band/Orchestral Div.
Eastern Oregon University	Pearl Corporation	Yamaha Corporation of America Music In Education
Eastman Strings	Pearson (Scott Foresman-Silver Burdett)	Young Musicians Excelling
Ed Sueta/Macie Publishing	Peery Products Co, Inc.	
Educational Travel Services	Peripole Bergerault, Inc.	
Educational World Tours	PepWear	
Empire Music Co, Ltd.	Principle Fund Raisers	



WMEA Conference Exhibitors Layout

(54 Exhibit Sites)



1301 S. Fair Avenue
 Yakima, WA 98901
 Phone 509.834.7868
 FAX 509.593.5424

RENTAL ORDER FORM EXCLUSIVELY FOR:
WMEA

TERMS:

ALL ORDERS MUST BE ACCOMPANIED BY PAYMENT IN FULL. All equipment is on a rental basis only, which includes delivery to and pickup from the booth.

Qty	Description	Amount	Qty	Description	Amount
	4' Bare Table	\$25.00		4' Skirted Table	\$45.00
	6' Bare Table	\$35.00		6' Skirted Table	\$55.00
	8' Bare Table	\$45.00		8' Skirted Table	\$65.00
	4' Bare Counter Hgt (42") Table	\$45.00		4' Skirted Counter Hgt (42") Table	\$65.00
	6' Bare Counter Hgt (42") Table	\$55.00		6' Skirted Counter Hgt (42") Table	\$75.00
	8' Bare Counter Hgt (42") Table	\$65.00		8' Skirted Counter Hgt (42") Table	\$85.00
	Δ Bare tables are topped w/ vinyl			Skirting Only	\$20.00

Qty	Description	Amount	Qty	Description	Amount
	3' Masking Drape – PER LN FT	\$3.00		Cocktail Table	\$25.00
	8' Masking Drape – PER LN FT	\$6.00		Bar Stool	\$20.00
	Extension/upright Pole (no drape)	\$3.00		Easel	\$40.00
	Padded Side Chair	\$15.00		Waste basket	\$10.00
	Labor Regular (M-F 8-5 excludes holidays) per hour	\$50.00 (1 hour min.)		Labor OT (holidays, weekends & outside 8-5 Monday – Friday) per hr	\$75.00 (1 hour min.)
	Electrical Services 110v/500w	\$65.00			

Please indicate color choices below: Table skirt color _____ (blue, white, black, red, burgundy, green)	Sub-total _____ \$
	Carry sub-total to charge summary sheet to calculate taxes and grand total.
Company: _____ Booth #: _____ Phone #: _____	FOR OFFICE USE ONLY: Paid : _____ SS Entered _____ Notes: _____

Please send completed orders with Payment Authorization form via e-mail to info@beareventservices.com or via secure fax to 509.593.5424.



MATERIAL HANDLING ORDER FORM

WMEA

1301 S. Fair Avenue
Yakima, WA 98901
Phone
509.834.7868

MATERIAL HANDLING TERMS

- Shipments will be delivered to your booth space on the day set-up begins.
- Upon show close, re-created freight will be removed from your booth and returned to the warehouse for outbound freight pickup by your shipper. Exhibitor is responsible for scheduling a pickup.
- All freight handled by Bear Event Services representatives is subject to a material handling service charge.
- All freight and shipping charges incurred are the sole responsibility of the exhibitor and are not included in the material handling service charge.
- ***All material handling service charge fees must be received prior to acceptance of any shipments by Bear Event Services.***
- ***Material handling service charge for all advance shipments are billed at \$.45 per pound with a 100 pound minimum charge (\$45.00).***

**NO SHIPMENTS WILL BE ACCEPTED PRIOR TO:
February 10, 2020**

**PICKUPS SHOULD BE SCHEDULED FOR FEBRUARY 17, 8-5
CONTACT NUMBER IS 509-949-3929**

Address all shipments to:

**Bear Event Services
[Your Company Name & Booth Number]
10 N 8th Street
Yakima, WA 98901**

Please complete the following information:

Company name: _____

Number of boxes shipped: _____

Total weight: _____

Carrier's Name (UPS, FED-EX): _____

Tracking #: _____

*All freight handled by Bear Event Services must be re-created in the booth and outbound shipping arrangements must be made by the exhibitor, to include BOL if applicable, and scheduling a package pick up with the shipper.

***Please send completed orders with Payment Authorization form via
e-mail to info@beareventservices.com or via secure fax to 509.593.5424.***



Charge Summary & Credit Card Charge Authorization

Charge Summary

Rental order form total:	\$	_____
Material handling total:	\$	_____
Sub total	\$	_____
Sales Tax (8.2%)	\$	_____
Grand total	\$	_____

Payment Authorization

Company Name: _____

Booth Number: _____

Card Type: Visa MasterCard Discover American Express

Name on Card: _____

Account Number: _____

Expiration Date: _____

Security Code: _____

Card Billing Zip Code: _____

Contact Phone Number: _____

Contact E-mail Address: _____

Authorized Signature*: _____

* I authorize Bear Event Services to debit my payment card for the charges listed above (grand total) and for any additional charges incurred.

Please send completed order form(s) with Payment Authorization form via e-mail to info@beareventservices.com or via secure fax to 509.593.5424.