



Exhibitor Prospectus and Contract
NAfME Northwest Division Conference 2025
February 13-16, 2025
Spokane Conventon Center, Spokane, WA

2025 Exhibit Contract

NAfME Northwest Division Biennial Conference
Managed by the Washington Music Educators Association
Spokane Convention Center, February 13-16, 2025
Exhibit Hall open on February 14 & 15 only

Section 1 – Exhibitor Identification and Profile for Program

Exhibitor profiles MUST be received no later than December 15, 2024, to be listed in the official conference program.

Please list information here as you wish to have it appear in the program: (indicate SAME for information which is the same as listed above)

Company Name: _____

Website: _____

Contact: _____

Position: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Institution/Product/Service Description: Describe your company’s product/service in **about 30 words**. This information will also go into the conference program with your logo. Please include your logo when you scan and send your order.



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Booth Identification Sign: *Please provide the company name and city or website (no “advertising product” per se).*

Section 2 – Exhibit Space Selection

Please indicate location preferences. If requesting two or more booths, list each group as a choice. Refer to the Exhibit Floor Plan and Exhibitor Prospectus for further details. ***Requests will be accommodated based on availability and are assigned on a first come first serve basis.***

First Choice: _____

Second Choice: _____

Third Choice: _____

Fourth Choice: _____

Please try to locate us NEAR: _____

Please try to locate us AWAY from: _____



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WMEA CONTACT

Please use email to contact us:

Beth Fortune, Associate Director, beth@wmea.org

Scott Ketron, Executive Director, scott.ketron@wmea.org

For use by Conference Exhibit Management Only

Date Received:

Partner Member? Yes or No:

About the Exhibit Hall

THE EXHIBIT HALL is a very important part of the 2025 NAfME Northwest Division Conference, with teachers, students, and parents from all six Northwest Division states. Managed by the Washington Music Educators Association (WMEA), the conference attracts attendees from the far reaches of the Northwest Region including Alaska, Idaho, Montana, Oregon, Washington and Wyoming. Exhibits will be located in the Spokane Convention Center, Exhibit Hall B. Conference and exhibitor registration is situated directly opposite the Exhibit Hall entrance. All exhibit booths are 10' x 10'

Schedule

February 13, 2025 3:00 PM to 8:00 PM Load in / Setup.

February 14, 2025 from 8:00 to 10:00 AM Load in / Setup completed by 10:30 AM

February 14, 2025 11:00 AM to 5:00 PM

February 15, 2025 9:00 AM to 4:00 PM

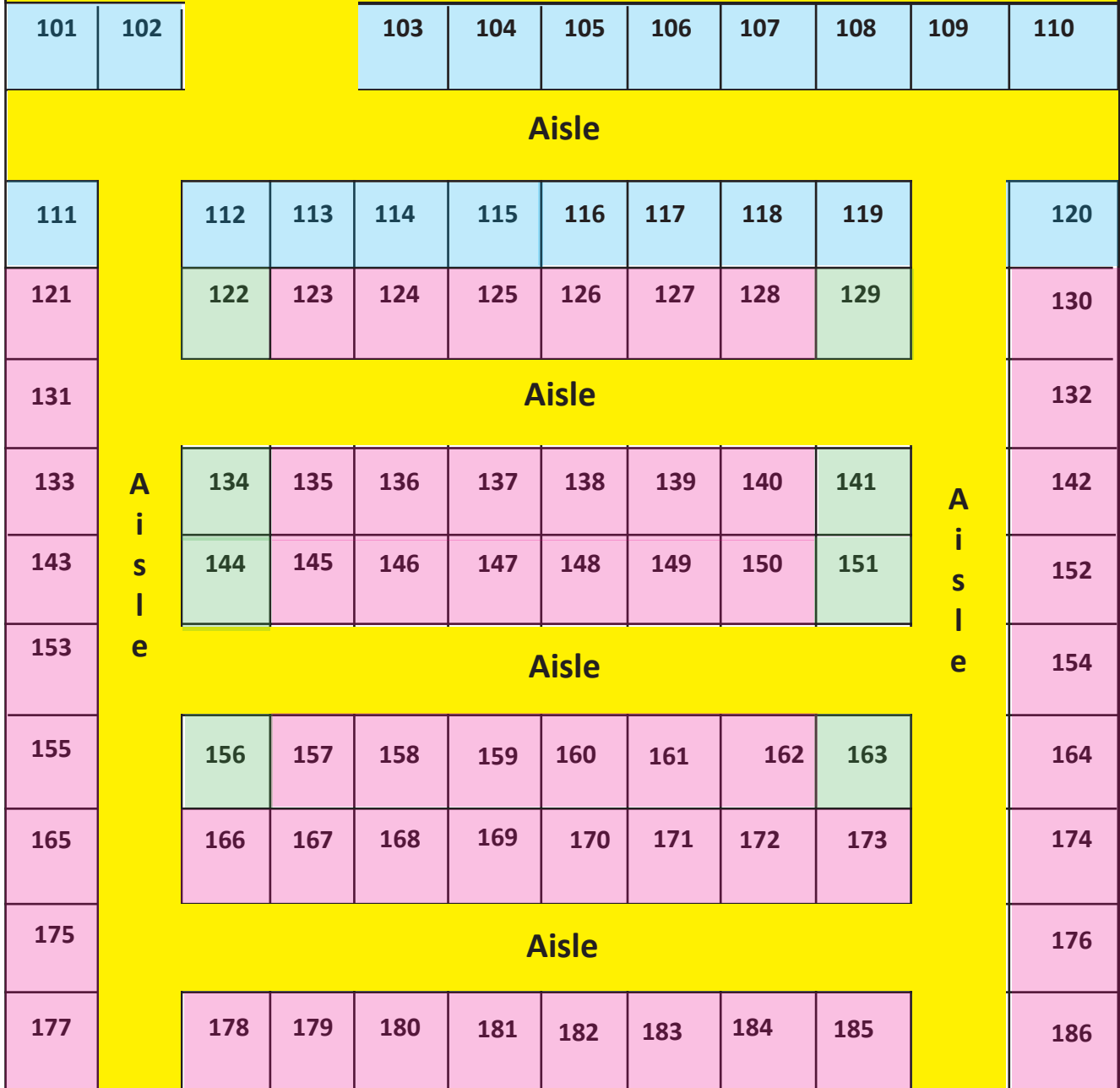
All exhibitors must remain set up in the hall until 4:00 PM on February 15. You may begin to pack and leave at 4:00 PM.

Exhibitor Lunches are included on Friday and Saturday in the booth package at one complimentary ticket per booth, per client (If you have three booths you get three complimentary lunches each day.) Additional lunch tickets may be purchased no later than January 31, 2025 at \$25.00 each. (order form P 5)

EXHIBITION HALL DIAGRAM*

Riverside Lobby

HALL ENTRANCE



Lunch Area

EXHIBIT HALL DIMENTIONS 120' X 180'

*This map is intended to show the basic set up but is not at exact scale. Room B is not a perfect rectangle.

Rest Rooms



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Section 3 – Booth and Extra Lunch Ord rs and Pricing Although this is a NAFME event, WMEA is the sponsoring organization. Partner Membership refers to WMEA Partner memberships. Companies need not be from the state of Washington to be a WMEA Partner Member.

Booth type	Non-Member price	WMEA Partner Member Price	Number
<input type="checkbox"/> Regular	\$550	\$450	_____
<input type="checkbox"/> Corner	\$600	\$500	_____
<input type="checkbox"/> Premium	\$650	\$550	_____
<input type="checkbox"/> One lunch per booth per day provided, Additional Lunches \$25 each			_____
Booth Totals	_____	_____	_____
Extra lunches	_____		

My signature signifies that I (my company) agrees to the terms and conditions outlined in this contract.

Total Due \$ _____

Exhibitor Signature

Date

Section 4 -Payment

Scan and email this order form to finance@wmea.org. We will send a numbered invoice and a secure link for payment. WMEA cannot take credit card payments over the phone, by email, by text or through the mail.

We do not store credit card information. Payments can be made with your invoice number from the exhibitor page on the WMEA website <https://wmea.org/conference-exhibitor-information/>, or by check or purchase order mailed to:

Washington Music Educators Association
 435 Main Avenue South
 Renton, WA 98057

Booth Furnishings included in purchase

- 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, 2024
- One lunch ticket per booth for Friday and Saturday



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Not Included in purchase

- Shipping and freight handling costs
- **Electricity (ordered through Spokane Convention Center)**
- Audiovisual equipment
- Booth installation and dismantling
- Booth cleaning
- Individual booth security
- Additionally, there will be no WMEA security for any overflow booths.
- Chairs, tables and waste baskets provided by decorator and ordered separately

Exhibit Hall location and Specs

Spokane Convention Center – Exhibit Hall B, 334 West Spokane Falls Boulevard Spokane Washington 99201 www.spokanecenter.com.

Ceiling Heights 30 feet working height, tallest door is 19 feet. Hall Colors: black and white.

Decorator-Bear Events Services: <https://beareventservices.com/>

(509) 834-7868 info@beareventservices.com

Furniture, Booth furnishings, storage and material handling will be available only through the conference decorator. Rates and order forms will be available from Bear Events after this contract is returned and payment is received. Bear will email an exhibitors kit in December with the necessary information for accessories, shipping, and other services.

Section 5 – Exhibit Rules and Regulations

Please read the following carefully, since these rules and regulations are part of the WMEA Exhibit Contract.

Rules for The Spokane Convention Center can be found here:

https://spokanecenter.com/core/files/spokanecenter/uploads/files/guides_exhibitor.pdf

<https://spokanecenter.com/loading-and-unloading/>

On the uses of space, **PLEASE NOTE: No refunds will be granted for any reason if the space purchased is canceled after December 1, 2024.**



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The 47th NAfME Northwest Division Biennial In-Service Conference is managed by the Washington Music Educators Association, 435 Main Ave S, Renton, WA 98057

Section 6 – Decorator, Shipping and Access

The Spokane Convention Center does not accept freight deliveries from exhibitors under any circumstances (including UPS and FedEx). Please use the conference decorator for all deliveries as referenced in the exhibitor information kit. THIS IS REALLY IMPORTANT as the center will refuse any deliveries they receive. Shipping, Packing and Storage: The conference decorator will be 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 the conference decorator. The rate schedule for these services will be e-mailed from the conference decorator 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 the conference decorator. **CONTRACT FOR SPACE**

This Exhibit Contract is an application by a firm (the Exhibitor) for booth space reservation and assignment at the 2025 NAfME Northwest Division Biennial In-Service Conference (the Conference), managed by the Washington Music Educators Association (WMEA).

ELIGIBILITY

1. Any firm that provides products or services directly related to the field of music education and whose representatives attend NAfME and state conferences for the purpose of contacting educators may exhibit at the Conference.
2. Eligible firms have the option of joining as a WMEA Partner Member to receive a discount on booth space fees. The fee for such membership is in addition to the cost incurred for exhibit space at the Conference.
3. All exhibiting firms receive one listing in the Conference's official program if they have registered and paid in full by the publication deadline of December 15, 2024. Exhibiting firms that are also WMEA Partner Members receive additional recognition.

EXHIBIT SCHEDULE

1. The exhibit schedule is determined by the conference planning committee and is listed on Page 3.
2. WMEA reserves the right to change the exhibit schedule with notification of any change sent to all participating exhibitors.



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BOOTH INSTALLATION

1. Installation may not begin before the time indicated in the final printed notification from the official Decorator and must be completed prior to the deadline specified in the notice.
2. An Exhibitor seeking to utilize the services of a contractor other than the Decorator for exhibit setup or dismantling or other services in connection with exhibiting at the Conference must submit a written request and an original certificate of liability insurance to WMEA by December 31, 2024. Such requests will be granted at WMEA's sole discretion on a case-by-case determination.
3. Any space not claimed and occupied by the closing time of the official move-in indicated in the final printed notification may be reassigned without refund of rental paid.
4. If exhibit materials are delayed or lost in transit, the following procedures apply:
 - The NAfME Northwest Division Exhibits Manager must be notified
 - The Exhibitor must either set up a table and staff the booth or procure a sign to hang in the space which reads, "The material for this exhibit has been delayed in transit."
5. Exhibits not set up by the closing hour of the official move-in time will not be permitted to set up unless a mutually-agreeable time can be determined between the Exhibitor, the Decorator, and WMEA.
6. Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to any property of the convention facility or Decorator.
7. The cost to repair any damage by an exhibitor, its employees or representatives to the Spokane Convention Center or Decorator will be billed to and paid by the Exhibitor.

CONSTRUCTION OF EXHIBITS AND USE OF SPACE

1. Along side walls, no perpendicular obstruction 8' or more in height may extend forward more than 50% of the distance from the back wall, and none over 4' in height may extend forward for the remaining space to the front of the booth.
2. Exhibits must conform to the size of the space and must be arranged so as not to obstruct the view or interfere with other exhibits. An exhibitor proposing an exhibit consisting of materials other than or in addition to pipe and drape or exceeding 8' in height must first submit drawings or schematics of the proposed design by December 31, 2024, to WMEA for approval.
3. Crossover or area displays will be permitted in areas designated by the NAfME NW Division Exhibits Manager. Exhibitors in these areas are free to use conventional exhibits, with or without back walls, so long as they conform to



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the following special requirements: Crossover or Area Displays – Two 8’ high exhibits facing each other across an aisle. This type of exhibit may be connected by one or two Exhibitor name signs (maximum height: 18” sign with 12” lettering) which bridge the two exhibits at a level 8’ high at the sign base. Display items may not obstruct the aisle. Center and end panels may be set at 8’ in height for a distance of 5’ from the back, and side walls must be finished.

Island Exhibits – These are not available for this conference.

4. Exhibitors are required to finish all walls and structural elements if such structural elements are exposed and visible from an adjacent exhibit or from any angle of visitors’ view. Corporate identification copy will not be permitted on the exposed area adjacent to a neighboring exhibit.
5. Table coverings must be flameproof and extend down far enough to screen anything under the table, but must clear the floor to meet fire regulations.
6. The Exhibitor, its employees and its representatives shall not engage in any display, publication, performance or other activity which is in conflict with any federal, state or local law, regulation, rule or ordinance.
7. Helium balloons may only be used in a display if the Exhibitor has received prior written approval from WMEA and from the convention center officials.
8. Exhibitors agree not to bring children under the age of sixteen onto the exhibit floor during Exhibitor move in and move out.
9. At no time may the sound level in teh exhibit hall exceed 85 decibels.

SALES AND ORDER TAKING

The Conference exhibits are conducted to facilitate sales, order taking and the exchange of product information, and to encourage the support of music education. Sales and order taking are permitted in the Conference’s exhibit hall only. Vendors and suppliers who have not rented exhibit space are not allowed to sell or take orders, display products or services, distribute literature or solicit business anywhere in the convention center or other conference venues. This includes the Exhibit Hall, registration area, meeting rooms, concert venues and rehearsal spaces. Exhibitors are responsible for securing the proper licenses and collecting and paying applicable local and state taxes.

INSURANCE

1. WMEA and its officers, directors, trustees, employees and agents, as well as the Conference’s official service contractor and the convention venues are not responsible for the safety of the property of the Exhibitors from theft or damage by fire, accident or other causes. Exhibitors are strongly encouraged to remove or place out of sight all small items from exhibit tables and display areas when exhibits are closed. Exhibitors should give special attention to the time period between arrival at the exhibit building and delivery to the individual booths as a particularly difficult security period. No responsibility is assumed for goods delivered to the exhibit area before the designated exhibitor setup day or for unpacked materials left in the exhibit area after the official closing of the exhibits.



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2. The Exhibitor is required to maintain the following insurance coverages: Commercial General Liability, Products/ Completed Operations, Personal Injury and Automobile Liability (if company-owned or leased vehicles will be delivering items to the show site) with minimum limits of not less than \$1,000,000; Fire Legal Liability with a minimum limit of \$50,000; and medical payments with a minimum limit of \$5,000. In addition, coverage must be maintained for property insurance for Exhibitor's goods, wares, merchandise, chattels and any other property (i.e., transit from factory or warehouse to the exhibition hall while stored or exhibited, and returned to the Exhibitor's premises). The Exhibitor must make provisions for the safeguarding of such Exhibitor's goods, wares, merchandise, chattels or property, since WMEA shall not be liable for any injury thereto. The Exhibitor will provide copies of insurance policies or certificates of insurance upon request by WMEA. The Exhibitor agrees to waive all claims against WMEA, its officers, directors, agents and employees, the Spokane Convention Center, and the city of Spokane for any and all claims, demands, defense costs, liabilities, expenses or damages of any kind or nature arising out of or in connection with damage to or loss of any property belonging to the Exhibitor or Exhibitor's owners, employees, contractors, representatives, patrons, guests or attendees, or injury to any such personnel for which the Exhibitor indemnifies WMEA, excepting that portion of such claims, demands, defense costs, liability, expense or damages arising out of the sole gross negligence or willful misconduct of WMEA.

FIRE PROTECTION

1. All exhibits must comply with all fire regulations and are subject to approval by the local fire authorities.
2. Exits, fire stations and fire extinguisher equipment must not be obstructed.
3. If inspection indicates that any exhibitor has neglected to comply with fire regulations or otherwise incurs a fire hazard, the right is reserved to cancel all or such part of the exhibit that is irregular, unless the exhibitor immediately corrects the problem.
4. Fire regulations prohibit storage of empty crates and cartons anywhere in the exhibit area.

DISMANTLING

1. The Exhibitor agrees by signing this Exhibit Contract not to disturb, dismantle or remove the exhibit from the designated exhibit space until after the official closing of the exhibits. Early tear-down and dismantling is prohibited, and failure to observe this rule may result in a fine of \$500 and jeopardize future space assignment for the Exhibitor at future WMEA-managed conferences.
2. All exhibits and goods must be packed and ready for shipment immediately following the official closing of the exhibits.
3. All exhibiting firms must be cleared out of the Exhibit Hall within two hours of closing unless granted an exception in writing.



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INTELLECTUAL PROPERTY

By executing the Exhibit Contract, the Exhibitor represents and warrants to WMEA that the Exhibitor owns or validly possesses the right to make, use, perform, sell and display any patented products, copyrighted works, trademarks, service marks and trade names (collectively, "Intellectual Property"), as the case may be, used by the Exhibitor at or to promote its activities at the Conference. Breach of the foregoing warranty shall be grounds for immediate revocation of the right to exhibit, without notice, hearing or refund. The Exhibitor acknowledges that WMEA is relying upon

this representation and warranty and has no obligation to monitor the uses and displays of Intellectual Property at the Conference or to conduct an independent investigation of the status of rights to any Intellectual Property.

FORCE MAJEURE

Force Majeure Events are as follows: fire, explosion, earthquake, storm, flood or other weather, natural disasters, pandemic, unavailability of necessary utilities, transportation or housing, strikes, law, act, order, proclamation, decree, regulation, ordinance or instructions of government of other public authorities, judgment or decree of a court of competent jurisdiction (not arising out of breach by such party of this contract), acts of terrorism or other causes beyond WMEA's reasonable control (including situations in which such events or causes are reasonably expected to cause a significant proportion of the persons otherwise expected to attend the Conference to decide not to attend).

In the event WMEA cancels the Conference Exhibits due to one or more Force Majeure Events, the parties agree that it would be difficult to determine with certainty the amount of the Exhibitor's damages from such cancellation. In the event WMEA cancels the entire exposition of the Exhibitor's Exhibit Contract due to a Force Majeure Event, the parties agree that WMEA will pay to the Exhibitor as liquidated damages and not as a penalty a sum equal to the amount already paid by the Exhibitor to WMEA for the cost of the assigned space, and such liquidated damages shall be WMEA's sole liability to the Exhibitor. In the event WMEA cancels the Conference Exhibitors of the Exhibitor's Exhibit Contract as to the portion of the exhibit period due to a Force Majeure Event, the amount of such liquidated damages shall be prorated according to the number of hours of open exhibit operation during which the Exhibit Contract is canceled relative to the total number of hours of open exhibit operation scheduled at the time the Exhibit Contract becomes effective.

EXHIBITOR RULES AND REGULATIONS

1. Exhibitors are cautioned to observe the rules and regulations provided herein and in the Exhibitor Prospectus. Should any exhibitor fail to comply with these or any other posted or published rules and regulations or any amendments thereto, WMEA may require immediate removal of the exhibit of the offending Exhibitor, who may at WMEA's election forfeit all rights to exhibit at future WMEA managed shows, together with all fees and rentals paid. WMEA may assign any space so forfeited to another exhibitor.

2. Exhibit or conduct by the Exhibitor which WMEA determines, in its sole discretion, is likely to constitute a violation of state or federal law or criminal activity shall be prohibited, and WMEA shall have the right, upon such determination, to require immediate removal of the exhibit of the offending Exhibitor (who will forfeit all rights to exhibit at future WMEA managed shows together with all fees and rentals paid), and/or to confiscate any illegal material or property in possession of the Exhibitor. The Exhibitor agrees that WMEA shall have no liability in connection with the foregoing.



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3. The Exhibitor agrees not to photograph, video tape, depict or record for commercial or noncommercial use the Conference Exhibits unless given express written permission by WMEA. The Exhibitor authorizes WMEA and its licensees to photograph, video tape, depict or record for any use the Conference Exhibits (including Exhibitor's exhibit, events and attending representatives).

4. The Exhibitor agrees to protect, save and keep WMEA and its officers, directors, trustees, employees and agents, as well as the Conference's official service contractor and the management of the Spokane 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 Spokane Convention Center and WMEA regarding the exhibit premises; and further Exhibitors shall at times protect, indemnify, save and keep harmless WMEA, the Spokane Convention Center and the official service contractor against and from any and all loss, cost damage, liability or expenses arising from or out of or by reason of said Exhibitor's occupancy and use of the exhibit premises or a part thereof, and further the Exhibitor agrees to the statement of responsibility for liability and insurance.

5. The Exhibitor covenants not to sue, file or maintain any action in lay or in equity against WMEA or any WMEA personnel alleging that any use or display by any third party of Intellectual Property at or in connection with the Conference infringes or otherwise violates any right or title held by Exhibitor or any of its officers, directors, and owners.

6. Exhibitor expressly agrees to assume all risk, and to indemnify, defend and hold harmless WMEA and WMEA personnel from and against any and all claims, demands, defense costs, liability expense (including attorney's fees) or damages of any kind of nature arising out of or in connection with injury of, or damage of or loss of any property belonging to Exhibitor or the Exhibitor personnel, excepting that portion of such claims, demands, defense costs, liability, expense or damage arising out of the sole negligence or willful misconduct of WMEA.

7. WMEA shall have full power to interpret and enforce all Rules and Regulations contained herein, and full power to amend these and to make such additional Rules and Regulations as shall be necessary for the proper conduct of the Conference Exhibits. All such decisions shall be binding upon each Exhibitor. Should any party retain counsel for the purpose of enforcing or preventing the breach of any provision hereof, if such matter is settled by judicial determination, the prevailing party shall be entitled to be reimbursed by the losing party for all costs and expenses incurred therein, including, but not limited to, reasonable attorney's fees.

8. This agreement and performance herein shall be construed and governed by the laws of the State of Washington without giving effect to conflict of laws and principles. Any action or claim related to this agreement or performance therein shall be brought in the federal or state courts in Washington state, and each party submits to the jurisdiction of such courts and agrees that any such action or claim may be brought in such courts. All remedies at law and at equity shall be available to either party.

9. These Rules and Regulations become a part of the contract between the Exhibitor and WMEA. All points not covered are subject to the decision of WMEA.



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10. WMEA reserves the right to evict any Exhibitor found in violation of these Rules and Regulations and the Exhibitor procedures set forth in the Exhibitor Prospectus. In the event of such eviction, WMEA is not liable for any refunds of rentals or other expenses.

Check List

1. Check to see that you signed Page 5 of this form
2. Booth numbers indicated in 4 choices on form because some booth locations may not be available.
3. I ordered additional lunches in addition to complimentary 1 per booth lunches that are provided.
4. I completed and included the information about the company (about 30 words)
5. I provided the company name as it should appear on the Booth Signage.
6. I sent WMEA my company logo for inclusion in the conference program
7. I have liability insurance as required on Page 9, # 1 under Insurance and Page 12, # 4

Thank you for supporting Music Education in the Northwest Division!