



Louisiana Music Educators Association

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LMEA Fall Conference

November 20-23, 2015 ♦ Crowne Plaza Executive Center ♦ Baton Rouge, LA

Dear Music Industry Professional:

The **LMEA Fall Conference** will offer your company a three or four day direct access to the membership of LMEA and the members of the Louisiana All-State Choir, Band, Orchestra, and Jazz Band. In this day of electronic communication, many companies are realizing the need to return to, or enhance, face-to-face business practices. Whether your company's goal is to gain new customers, renew contracts with former customers or just keep close contact with your current clientele, we feel that the **LMEA FALL CONFERENCE** is a good investment of your time and money.

Conference Package options:

Package A – Friday, Saturday, Sunday

Package B – Friday, Saturday, Sunday, and Monday (\$75 for the extra day)

We invite you to be a part of LMEA's growth and service to its membership by exhibiting at our 2015 Fall Conference.

It is the desire of the LMEA Board of Directors to provide the best opportunities for everyone at our conference. To that end we place all conference activities under one roof at the Crowne Plaza Executive Center formerly known as the Holiday Inn Select in Baton Rouge. We strive to provide our membership with innovative, useful, and educational sessions, as well as access to materials and support organizations like yours.

Commercial exhibits will be housed in the **Premier One Ballroom** and Educational Institutions will be in the **Atrium** at the Crowne Plaza Executive Center. Contracts and booth payments are to be mailed by October 1, 2015 (see included contract). *Booth locations will be decided on a first come, first serve basis (regarding contract receipt) wherever possible.* **Contracts received after Oct. 1 will incur a late fee of \$75. No refunds are allowed for booths.**

Set up for exhibitors will be on Friday, November 20th from 8:00 a.m. until 11:00 a.m. Close down for the exhibits will be Sunday, November 22nd from 2:00 pm until 6:00 pm. If you buy Package B close down will be Monday from noon till 2. If you go past 2:00 pm please be considerate of the All State Concerts. Exhibit areas will follow the schedule listed below:

Friday, November 20	11:00 am - 4:00 pm & 5:00 – 6:30 pm
Saturday, November 21	10:00 am - 3:00 pm & 4:00 – 6:00 pm
Sunday, November 22	9:00 am – 2:00 pm
Monday, November 23	9:00 am - Noon

2015 Conference Exhibitor Guidelines

Your presence at our conference assures us that you intend to represent your organization in the best way possible; therefore we leave the decisions regarding the staffing of your booth during exhibit hours to you. However, neither LMEA nor the Crowne Plaza is liable or responsible for your materials during exhibit times. The exhibit area is locked and secured during non-exhibit hours. For the safety of our membership and students, we ask that you:

1. Have your booth established and ready to show by the opening on Friday at 11 am.
2. Remain within your designated floor space.
3. Maintain noise at a professionally courteous level.
4. Do not leave cash boxes or other money unattended in the exhibit area.

I look forward to hearing from you. If you have any questions, I can be reached by phone or email at the number and email address listed at the top of this letter.

Hope to see you in Baton Rouge!

Sincerely,

Carolyn Herrington
LMEA Public Relations Chairman

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