



Louisiana Music Educators Association

Carolyn Herrington, LMEA Public Relations

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LMEA Annual Professional Development Conference

November 18-21, 2016 ♦ Crowne Plaza Executive Center ♦ Baton Rouge, LA

Dear Music Industry Professional:

On behalf of the members of the Louisiana Music Educators Association, I invite you to exhibit at our 2016 Professional Development Conference. In this day of electronic communication, many companies are realizing the importance of face-to-face business practices. This Conference will offer you direct access to our membership, both music educators and collegiate members, and the members of the Louisiana All-State Choirs, Bands, Orchestra, and Jazz Band.

In addition to providing our membership with innovative, useful, and educational sessions, the LMEA Board of Directors also realizes that providing access to the innovative and practical materials and services that companies like yours can offer is an integral part of a successful conference. By exhibiting, you have an opportunity to reach out to our membership and put a “face” with your product or service.

All conference activities (with the exception of some of the All-State rehearsals) are scheduled at the Crowne Plaza Executive Center in Baton Rouge. Commercial exhibits will be located in the **Premier One Ballroom** and Educational Institutions will be located in the **Atrium**. We offer two conference packages for exhibitors:

- Package A – Friday, Saturday, Sunday
 - Package B – Friday, Saturday, Sunday, and Monday (\$75 for the extra day)
- ** Note:** All exhibitors must be considerate of the All-State Concerts and guest performances.

Please review the enclosed “Exhibit Information and Guidelines” which gives set-up and close-down times, exhibit times, booth and facility information, and other pertinent exhibitor guidelines.

Contracts and booth payments must be **RECEIVED BY** October 1, 2016 (see enclosed contract). *Booth locations will be assigned on a first-come, first-served basis.* **Contracts received after Oct. 1 will incur a late fee of \$75. No refunds will be given for cancelations.**

Whether your company’s goal is to gain new customers or just to stay in contact with your current clientele, we feel that the **LMEA’s ANNUAL CONFERENCE** is a good investment of your time and money. If you have any questions, I can be reached by phone or email. I look forward to hearing from you.

Hope to see you in Baton Rouge!

Sincerely,

Carolyn Herrington

Carolyn Herrington
LMEA Public Relations Chairman

2016 LMEA Professional Development Conference

Guidelines for Commercial Exhibitors

Conference Schedule: The conference actually begins on Thursday. However, exhibits do not open until Friday. Clinics and All-State events follow a “rolling schedule.” To help you with your planning, these are the groups of educators who will be present each day:

- **Friday, Saturday** Elementary music and choir directors are present
- **Saturday, Sunday** Orchestra and jazz directors are present (will include some band directors)
- **Sunday, Monday** Band directors are present

Exhibit Times: Exhibitors will be given a concert schedule upon arrival and must respect the need for quiet during these times. Exhibits will be open during the following times.

- **Friday, November 18** 11:00 a.m. – 4:00 p.m. & 5:00 – 6:30 p.m.
- **Saturday, November 19** 10:00 a.m. – 2:45 p.m. & 4:00 – 6:00 p.m.
- **Sunday, November 20** 9:00 a.m. – 2:00 p.m.
- **Monday, November 21** 9:00 a.m. – Noon

Available Packages: There are two packages available for commercial exhibitors:

- **Package A – Friday – Sunday**
Set-up is Friday, November 18th from **8:00 a.m. until 11:00 a.m.**
Close-down is Sunday, November 20th from **2:00 p.m. until 6:00 p.m.**

One (1) booth – \$250.00
Additional booths – \$200.00 each
- **Package B – Friday – Monday (\$75 for the extra day)**
Set-up is Friday, November 18th from **8:00 a.m. until 11:00 a.m.**
Close-down is Monday, November 21st from **noon until 2:00 p.m.**

One (1) booth – \$325.00
Additional booths – \$225.00 each

Description of Space:

- Each space consists of an 8x8 floor space; burgundy back and side drape; one (1) six foot table covered in white, skirted in burgundy; two (2) chairs and a trash can
- Electricity is not included in the package price. If you require electricity, you must contact the Crowne Plaza Executive Center directly to make arrangements.
- Arrangements for drayage, additional tables, or equipment must be made directly with the Crowne Plaza Executive Center and are not the responsibility of LMEA.
- A packet of information will be sent from the Crowne Plaza Executive Center to the contact person listed on the contract.
- LMEA will provide a sign with the company name (in black and white) posted in the space.
- LMEA will provide name tags for the representatives listed on contract. These must be worn at all times during the conference.

Contracts and Booth Payments: All contracts and payments must be **RECEIVED BY** October 1, 2016 (see enclosed contract). *Booth locations will be assigned on a first-come, first-served basis.* **Contracts received after Oct. 1 will incur a late fee of \$75. No refunds will be given for cancellations.**

Hotel Information:

Crowne Plaza Executive Center - Conference hotel (See Exhibitor's Hotel Registration Form for more information)

4728 Constitution Ave., Baton Rouge, LA 70808, (877) 592-7757 or (225) 930-0130

Embassy Suites Baton Rouge

4914 Constitution Ave, Baton Rouge, LA 70808, (225) 924-6566

Holiday Inn Baton Rouge

4848 Constitution Ave., Baton Rouge, LA 70808, (877) 834-3613

Advertising Opportunities:

If you are interested advertising in the *Louisiana Musician*, the official publication of LMEA, please contact the Public Relations Chair for additional information.

If you are interested in sponsoring all or part of the cost of printing the conference program, a conference app, or both, please contact the Public Relations Chair for additional information.

Liabilities and Additional Guidelines:

- Your booth must be set up and ready to show by the opening on Friday at 11:00 a.m.
- You, your company's representatives, and all items related to your exhibit must remain within your designated floor space.
- All vendors are required to monitor their noise level and maintain a professionally courteous level.
- **Neither LMEA nor the Crowne Plaza Executive Center** is liable or responsible for your materials during exhibit times. The exhibit area is locked and secured during non-exhibit hours.
- Do not leave cash boxes or other money unattended in the exhibit area. **Neither LMEA nor the Crowne Plaza Executive Center** will assume responsibility.