



MUSIC EDUCATORS ASSOCIATION

A FEDERATED STATE ASSOCIATION OF
THE NATIONAL ASSOCIATION FOR MUSIC EDUCATION

CONVENTION ANNOUNCEMENT

NOVEMBER 16th. & 17th, 2018
IOWA STATE UNIVERSITY CAMPUS

If a problem should arise, a refund may be requested until Oct. 3rd, 2018 less a \$30.00 processing fee. After Oct. 3rd. no refunds will be granted.

The 80th annual Iowa Music Educators Association Conference and the 72nd. Anniversary All-State Music Festival will be held November 16th & 17th , 2018 at the Scheman Building on the Iowa State University campus in Ames, Iowa.

Fees for exhibitors are only \$300.00 per the first booth. Additional booth fees please see request form. **Note: While Early registration is encouraged and appreciated, please understand that all credit card transactions will be processed on or after July 1.**

Exhibit equipment & materials may be shipped directly to the Scheman Center at:

(IMEA/Company Name)
Scheman Bldg., Iowa State University
Ames, IA 50011

DO NOT SHIP BEFORE NOVEMBER 1, 2018

A coffee area will be provided, and all exhibitors will be pre-registered. When you arrive at the Scheman building please check in at the IMEA registration booth (located on the top floor of the Scheman building) so that we may greet you and provide any last-minute information including name tags prior to your set-up. Thank you for your support of the Iowa Music Educators Association!

C. David Rutt, Exhibits Chair
Iowa Music Educators Association
435 S. Clark St.
Forest City, IA 50436
641-585-2632
IMEAexhibits@gmail.com

NOTE: ANY ADDITIONAL TABLES, EQUIPMENT, ETC. REQUESTED ON SITE MUST BE PAID AT TIME OF REQUEST IN CASH. NO POST-CONFERENCE BILLINGS OR CREDIT CARDS.

* the cost of each extra table is \$25.00 x 2 days = \$50.00



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REQUEST FOR EXHIBIT SPACE – 2018 IMEA STATE EDUCATION CONFERENCE

Please make checks payable to **IOWA MUSIC EDUCATORS ASSOCIATION**
& return this form with payment no later than 10/3/18 to ensure reservation to:

*****NOTE->Again this year, you may pay with a credit card *****

Please Complete this form then either enclose a check or your credit card information and return it as soon as possible to:

C. David Rutt, Exhibit Chair
435 S. Clark St.
Forest City, IA 50436

PLEASE PRINT OR TYPE

COMPANY NAME: _____

COMPANY ADDRESS: _____

Future correspondence should be sent directly to: _____

E-MAIL ADDRESS: _____

Type of Exhibitor (retail, fund-raiser, publisher, etc.) _____

PLEASE INCLUDE NAME TAG INFORMATION ON THE FORM ON THE NEXT PAGE

ELECTRICAL SERVICE NEEDED? ___ YES _____ NO

Please describe the electrical equipment to be used _____

FIRST BOOTH: <u> 1 </u> X	\$300.00 = \$	<u> 300.00 </u>	<input type="checkbox"/> Phone Line needed
ADDITIONAL BOOTHS: _____ X	265.00 = \$	_____	
EXTRA TABLES: _____ X	\$50.00* = \$	_____	
EXHIBITOR LUNCHEON TICKETS _____ X	\$15.00 = \$	_____	
*Note: All Credit Card charges will be processed beginning on <u>July 1</u> TOTAL		\$	_____

Pay by Check **Make Checks payable to "Iowa Music Educators Association"** Check Number _____

Pay by Credit Card

Card Number _____ exp. Date _____

NAME ON THE CARD _____

Visa ___ Mastercard ___ AMEX ___ signature _____

Address of the name associated with this card: _____

Email associated with this card _____

Phone associated with this card _____

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IMEA Conference
Exhibitor Name Badge listing

Please list all members of your Exhibitor Group that will be working in your booth

Company/Institution Name: _____

First Name	Last Name
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please email this form to : IMEAExhibits@gmail.com

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