

CONTRACT FOR EXHIBIT SPACE

**2011 NMEA Conference/Clinic
EXHIBIT VENUE AT EMBASSY SUITES – LINCOLN, NEBRASKA
Wednesday, Thursday, & Friday – NOVEMBER 16th, 17th & 18th, 2011**

COMPANY NAME _____ PHONE () _____

**Print or Type EXACTLY as you want your company name to appear on signage and program.

ADDRESS _____ E-MAIL _____

CITY _____ STATE _____ ZIP _____ FAX _____

TYPE OF EXHIBIT _____

(Fundraising, Publisher, Music Store/Industry, University/College, Uniform/Apparel, etc.)

NAME(S) OF REPRESENTATIVE(S) – *colleges & universities can submit 2 names per booth reserved* _____

First 8-ft x 8-ft Booth @ \$ 265.00** \$ _____

**First 8-ft x 8-ft booth includes (1) one 6-ft x 3-ft skirted table, (2) two chairs, 44” x 7” sign, backdrop, dividers, name badges, and Nebraska Music Dealers & Exhibitors Association (NMDEA) membership dues (to subsidize student grants and other requests and needs of NMEA).

_____ **Additional 8-ft x 8-ft Booth(s)**..... @ \$ 240.00 ea \$ _____

_____ **Electrical Outlet(s) – Per Booth** @ \$ 40.00 ea \$ _____

_____ **Additional 6 ft x 1.5 ft Table(s)** @ \$ 40.00 ea \$ _____

_____ **# of Box Lunches** @ \$ 13.00 ea \$ _____

**NMEA exhibits will NOT close on Thursday for lunch. For those ordering a Box Lunch, those will be delivered to individual booths. The Gourmet Box Lunch will include the following: Gourmet Deli Sandwich, Bag of Chips, Apple, Cookie, Iced Down Soda or Water. The cost of \$13.00 per box lunch includes sales tax & gratuity.

Affiliate Organizations w/ NMEA**..... @ \$ 50.00 (One 8-ft x 6-ft booth)..... \$ _____

**Examples of Affiliate Organizations are: ASTA, PAS, etc. IF electric is needed/required, the \$40.00 electric outlet cost DOES need to be paid. The following Affiliate Organizations need to submit a contract, but are EXEMPT from booth & electric payments due to a reciprocal agreement: NSBA, NCDA, NPR/TV.

1st CHECK TOTAL (Payable to NMEA)..... \$ _____

2nd CHECK – REQUIRED ASSURANCE DEPOSIT (Payable to NMEA)**..... \$ ****100.00****

**Affiliate/reciprocal organizations are exempt from the \$100.00 Assurance Deposit.

****TWO SEPARATE CHECKS ARE REQUIRED FROM NON-AFFILIATE ORGANIZATIONS.**

- *Incomplete contracts will be returned with no booth space reserved.*
- *Cancellations received by October 20th will receive a full refund. Cancellations received after October 20th will be assessed a \$100.00 processing fee.*
- *The original \$100.00 Assurance Check will be returned to your booth representative at 12:00 noon on Friday, November 18th, IF all published exhibit hours have been observed.*
- *Late set-up and/or early disassembly will result in the forfeiture of the \$100.00 Assurance Check to the NMEA Student Grant Fund. Inclement weather and/or emergency situations may dictate an exemption to this NMEA policy.*

Authorized Signature _____ Date _____ Cell Phone # of Person Attending () _____

DEADLINE – September 15, 2011
(limited space – first come, first served)

Mail This Form & **TWO** Checks to:
Marilyn Godby
NMEA Exhibit Chair
801 North Polk Street
Papillion, NE 68046-4338

Phone 402.593.8077
Fax 925.380.5452
E-Mail..... mgodby@novia.net

Make a copy of this contract for your records.
Please mail the original contract.

Special Requests: _____

Will you ship materials prior to the conference?

YES** _____ NO _____

****IF YES, SEE BOX BELOW.**

Shipping/Storing of Exhibit Material Please Contact:
Midwest Tent & Events
Attn: Brian Dorn
Phone: 402.261.6784; Fax: 402.261.6781
Email: midwesttent@gmail.com