



# Nebraska Music Educators Association

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Prospective Exhibitors:

The **2011 NMEA Conference/Clinic** is just a few months away. The University of Nebraska-Lincoln will serve as host on Wednesday - Friday, November 16<sup>th</sup>, 17<sup>th</sup> & 18<sup>th</sup>. Exhibits will once again be at the Embassy Suites, located directly across the street from UNL's Westbrook Music Building.

This conference will generate the interest and attendance of over 800 high school students – who participate in either the All-State Band, Choir, Orchestra, or Jazz Band; over 800 Nebraska music educators – representing close to 85% of the music teachers in the state; some 250 collegiate MENC members; many college/university faculty members; Tri-M students & advisors; and numerous performing ensembles.

The annual conference includes a wide variety of activities, including in-service workshops, clinic groups, concerts, meetings, and – of course – exhibits. The exhibit venue provides **NMEA** members various resource information – including materials, equipment, instruments, student travel, and fundraising ideas. **NMEA** exhibits give our music educators the opportunity within the school year to view YOUR information.

A detailed schedule will be included with the exhibit confirmation letter. However, it is important to know that exhibit set-up will start “no later than” 10:00 a.m. on Wednesday, Nov 16<sup>th</sup>, with all exhibits “in place & ready to go” by 4:00 p.m. The exhibit venue will be open on Wednesday (4:30 – 6:30 p.m.), Thursday (all-day), and Friday morning. Exhibit disassembly will occur Friday – from noon – 2:00 p.m.

The following timetable of application procedures has been established:

1. **Contracts received on or before September 15<sup>th</sup>**: As possible and within reason, booth placements will be assigned according to postmark of completed contracts received.
2. **Contracts received after September 15<sup>th</sup>**: Remaining exhibit booths (if any) will be assigned according to postmark of completed contracts received. Late registrations might not be listed in the official program.
3. **November 1<sup>st</sup> (approximate date)**: Confirmation letters will be mailed to all exhibitors.

**NMEA** requires a \$100.00 Assurance Deposit, payable to **NMEA**. This **SEPARATE CHECK** must be returned with your contract. Incomplete and/or incorrect contracts will be returned and NOT processed. The original Assurance Deposit check will be returned to your booth representative at noon on Friday, November 18<sup>th</sup>, if all published exhibit hours are observed. Late set-up and/or early disassembly will result in the forfeiture of the \$100.00 Assurance Deposit to the **NMEA** Student Grant Fund. Inclement weather may dictate an exemption to this policy. (*Affiliate organizations are exempt from sending the Assurance Deposit*).

Exhibiting with **NMEA** is a sound marketing move. The audience is large, diverse, and in need of your services. You are invited to be a part of the **2011 NMEA Conference/Clinic** in Lincoln. I sincerely hope that you will complete and return the enclosed contract at your earliest convenience.

Sincerely,

**Marilyn Godby,**  
**Exhibit Chair**

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