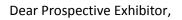
June, 2014





This is an exciting time for the South Dakota Music Education Association. On Friday, October 31st and Saturday, November 1, 2014, SDMEA will be hosting our sixth annual conference for the music educators of South Dakota in conjunction with the 2014 South Dakota All State Chorus and Orchestra. In the fall of 2014, we will be returning to the Sioux Falls Convention Center in Sioux Falls, South Dakota.

Along with the 1,000-voice All-State Chorus and the 150-member All-State Orchestra, the conference will feature clinic sessions and concerts. In an effort to increase traffic in the exhibit area, we will again open the Exhibit Hall to everyone attending the All State Chorus and Orchestra event. All exhibits will be housed tentatively in Ballroom A in the Convention Center. This will provide all in attendance with an abundance of resource information; including materials, equipment, instruments, travel opportunities, and fundraising ideas. The SDMEA exhibits will give the music educators and students from South Dakota one of the few opportunities they have within the school year to view such extensive exhibits.

The exhibit confirmation letter will include a detailed schedule; however, it is important to know that exhibit set-up will be between 7:00 – 9:00 PM on Thursday. The exhibit venue will be open on Friday morning, Friday afternoon, and Saturday until noon. Exhibit disassemble will occur early Saturday afternoon.

The following timetable of application procedures has been established for this year:

- 1. Contracts received on or before October 13th: As possible and within reason, booth placements will be assigned according to postmark.
- 2. Contracts received after October 13th : Remaining exhibit booths (if any) will be assigned according to postmark. Late registrations might not be listed in the conference program.
- 3. October 18th (approximate date): Confirmation letters will be mailed to all exhibitors.

SDMEA requires a \$100.00 Assurance Deposit, payable to SDMEA. This SEPARATE CHECK must be sent 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 12:00 Noon on Saturday, November 1, when the exhibit area officially closes. All published exhibit hours must be observed! Late set-up or early disassembly will result in the forfeiture of the \$100.00 Assurance Deposit. Inclement weather may dictate an exemption to this policy. (Affiliate organizations are exempt from the Assurance Deposit). Please plan to have a representative staff your booth during all of the exhibit times!

Exhibiting with SDMEA 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 2014 SDMEA Conference in Sioux Falls, South Dakota. I sincerely hope that you will complete the enclosed contract at your earliest convenience.

Sincerely,

Mike Bossman Exhibit Chair

Mike Bossman – SDMEA Exhibits 5009 W. Equestrian Place #1229 Sioux Falls, SD 57106 E-Mail: exhibitchair@sdmea.net ---CONTRACT FOR EXHIBIT SPACE---

2014 SDMEA Conference - October 31st and November 1st, 2014

Company Name: Email:		
City: State: _	Zip:	Fax:
Type of Exhibit:		
(Fundraising, Publisher, Music Store/Indus	try, College/University, Uniform/Ap	parel, etc.)
Name(s) of Representative(s): (Colleges & Universities can submit 2 nam	es per reserved booth any extra bad	
First 10ft x 10ft Booth Includes: (1) 8ft x 3ft skirted table, (2) cha	\$275.00 , wastebasket, sign, backdrop, dividers, and name badges.	
Additional 10ft x 10ft Booth(s)	Number Needed	x \$250.00 (each)
Additional 8ft x 3ft Table	Number Needed	x \$25.00 (each)
1 Standard 110V Electrical Outlet Wireless Access for Internet Additional Name Badges (2 included with booth)	No Charge – Yes I need it	No I don't need it No I don't need it Needed x \$10.00 (each)
(You must check the above lines for these		
Affiliate Organizations w/SDMEA (Examples of Affiliate Organizations are: A		\$100 total
1 <sup>st</sup> Check Total (Payable to SDMEA)		\$
2 <sup>nd</sup> Check – Required Assurance Deposit (Payable (Affiliate Organizations are exempt from (Two separate checks are required from I	the Assurance Deposit)	\$ 100.00
Incomplete contracts will be returned with no boo refund. Cancellations received after October 17 <sup>th</sup> v	•	
The original \$100 Assurance Check will be returned IF all published hours have been observed.	d to your booth representative at 12	:00 Noon on Saturday, November 2 <sup>nd</sup> ,
Late set-up and/or early disassemble will result in emergency situations may dictate an exemption to		Check (Inclement weather and/or
Authorized Signature	Date:	Phone:
De Special Requests:	adline – October 13 <sup>th</sup> , 2014	
Mail this form and TWO checks to: Mike Bossman SDMEA Exhibit Chair 5009 West Equestrian Place #1229 Sioux Falls, SD 57106	Will you ship materials in advance? If so, send to: Attention: SDMEA Conference Sarah Maag 1101 N. West Ave. Sioux Falls, SD 57104	

## 2014 SDMEA CONFERENCE HOTEL ACCOMMODATIONS October 31<sup>st</sup> and November 1st, 2014

Sioux Falls has an abundance of Hotel Accommodations to select from. The SDMEA Conference Hotel is:

The Sheraton 1211 N. West Ave. Sioux Falls, SD 57104 (605) 988-9897

Hotel information can be found by visiting the following Sioux Falls Chamber of Commerce website: http://visitsiouxfalls.org

## ----- GENERAL INFORMATION -----2014 SOUTH DAKOTA MUSIC EDUCATORS ASSOCIATION CONFERENCE

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DATES: October 31<sup>st</sup> and November 1st, 2014

LOCATION: Sioux Falls Convention Center 1101 N. West Ave. Sioux Falls, SD 57104 http://sfarena.com/sioux\_falls\_convention\_center

**EXHIBIT AREA: Sioux Falls Convention Center – Ballroom A** 

EXHIBIT SET-UP: 7:00-9:00 PM on Thursday, October 30th EXHIBIT DISASSEMBLY: 12:00 noon – 2:00 PM on Saturday, November 1st EXHIBIT AREA OPEN: October 31st 9:00 AM – Noon & 1:00 PM – 5:00 PM November 1st 9:00 AM – Noon

LODGING POSSIBILITIES: Please see above and check http://visitsiouxfalls.org

TRANSPORTATION: Sioux Falls Regional Airport (FSD) is served by: Delta (Skywest), United (United Express), American (American Eagle), and Allegiant.

FOR QUESTIONS OR ADDITIONAL INFORMATION, CONTACT:

Mike BossmanPhone: 605-261-5128Chair, SDMEA Exhibits5009 West Equestrian Place #1229E-Mail: exhibitchair@sdmea.netSioux Falls, SD 57106