



# Minnesota Music Educators Association 2012 Midwinter Clinic- Exhibitor Contract

Mail completed contract & payment to:  
 MMEA Exhibit Hall  
 6860 Shingle Creek Pkwy, Suite 103  
 Brooklyn Center, MN 55430-1411

- Booth assignments will be made in order of receipt of the completed contract and payment. (First come; First serve.)
- Please complete this contract (including the reverse side) and return it to the MMEA office.
- Contract deadlines: Early Bird: October 15, 2011 Final Deadline: January 15, 2012

Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_ E-mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Number of 10' x 10' booths you would like: \_\_\_\_\_

Please list your top three choices of booth positions from the layout included with these materials. If ordering multiple booths, list all numbers below.

*Note: Food vendors- make sure to pick booths indicated on layout with a diamond ◊ symbol (See all "Food Exhibitor" requirements on Exhibit Information pages.)*

Choice #1 \_\_\_\_\_

Choice #2 \_\_\_\_\_

Choice #3 \_\_\_\_\_

If these three choices are unavailable I would like to (check one):

\_\_\_\_\_have a booth as close as possible to one of my choices above.

\_\_\_\_\_be contacted about choosing a different booth position within the hall.

Please specify any preferences regarding location and proximity to other exhibitors. \_\_\_\_\_

**Copy for the Clinic Program** (if contract and payment received by October 15, 2011)

Web Site \_\_\_\_\_ Phone for clinic program \_\_\_\_\_

Description of products/services must be limited to 25 words, restricted to brief statements of facts without self-serving proclamations of unproven sales or product quality. MMEA reserves the right to edit program copy.

**Food Exhibitors: Please read all "Food Exhibitor" information on the Exhibit Information pages.**

Will you be distributing food samples? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes describe \_\_\_\_\_

**Indemnifying Clause:** Exhibitor agrees to protect, save and keep the Minnesota Music Educators Association, the Minneapolis Convention Center and the official service contractors forever harmless from any damage or charges imposed for violation of any law or ordinance whether occasioned by the exhibitor's intentional act or negligence, or the intentional act or negligence of any representative agent or other person associated with the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the Minneapolis Convention Center and the Minnesota Music Educators Association regarding the exhibition premises. Further, exhibitors shall at all times protect, indemnify, save, and keep harmless the Minnesota Music Educators Association the Minneapolis Convention Center and the official service contractors against and from any and all loss, cost damage, liability, or expense arising from or out of or by reason of or in connection with any accident or other occurrence to anyone, including the exhibitor, its agents, officers, directors, employees, or business invitees which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof. All exhibitors distributing food samples limited to products manufactured, processed or distributed by the exhibiting firm. All items distributed are limited to sample size. Food and/or beverages used by exhibitors to increase traffic must be purchased from Convention Center Food Service.

## Clinic Badges

All workers within the exhibit hall should display a nametag or badge with their full name and company/organization name. **Up to four MMEA Midwinter Clinic badges will be provided by MMEA.** These badges will allow four of your workers to attend Clinic sessions. Exhibitors must provide names of the four booth workers they would like to receive these MMEA badges on their returned contract (below) or by January 15, 2012. For each additional booth purchased MMEA will provide one additional Clinic badge. Additional workers beyond these numbers are welcome, however they must wear their own company nametags.

**No MMEA Clinic Badges will be provided without names of your workers on them. Therefore, it is very important that you provide these names prior to the January 15, 2012 deadline.**

Organization Name \_\_\_\_\_  
(As you wish it to appear in the program and on your badges)

Please print names of workers for first booth purchased (limit 4):

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

If purchasing extra booths, add one name below for each extra booth.

• \_\_\_\_\_ • \_\_\_\_\_  
• \_\_\_\_\_ • \_\_\_\_\_  
• \_\_\_\_\_ • \_\_\_\_\_

## Payment Calculation

Commercial Exhibitors:	Booth Qt:	x Price:	If before Oct. 15, 2011:	TOTAL DUE:
10' x 10' Premium Booths (⊕ on layout):	_____	x \$550.00	(-\$25.00 per booth) = \$	_____
10' x 10' Standard Booths:	_____	x \$500.00	(-\$25.00 per booth) = \$	_____

**Payment:** \_\_\_\_\_ Check attached for total amount due. (Check number: \_\_\_\_\_)



\_\_\_\_\_ Visa or MasterCard (circle one) Name on card: \_\_\_\_\_  
Card number: \_\_\_\_\_ Expiration (MM/YY): \_\_\_\_\_

In making this application, we agree to exhibit under and comply with the MMEA rules and regulations outlined on the Exhibit Information pages, as well as on this contract.

Representative \_\_\_\_\_ Title \_\_\_\_\_  
(Print)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Company Representative)

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### For MMEA Office Use:

Date received \_\_\_\_\_ Date confirmed \_\_\_\_\_  
Amount paid \_\_\_\_\_ Number of booths \_\_\_\_\_  
Booth numbers (when assigned) \_\_\_\_\_