



Minnesota Music Educators Association 2012 Midwinter Clinic- Exhibit Hall Information

Exhibit Hall Days and Hours*

- Thursday, February 16, 2012- 12:00 noon - 5:00 pm
- Friday, February 17, 2012- 9:00 am - 5:00 pm

***Exhibitors are expected to remain open and to leave their booths fully set up and manned during all of the hours the hall is open. Failure to do so will result in a fine of \$100.00.**

- The clinic will also be under way on Saturday, February 18, 2012 however the exhibit hall will NOT be open on this day.

Set Up

- Wednesday, February 15, 2012- 11:00 am - 6:00 pm
- Thursday, February 16, 2012- 8:00 am - 10:30 am

Tear Down

- Friday, February 17, 2012- 5:00 pm - 10:00 pm

Exhibit Hall Location

Exhibit Hall A, Lower Level, Minneapolis Convention Center
Phone (612)335-6000 • <http://www.mplsconvcntr.org>

Prices- See Hall Layout

- Premium booths (designated by *) are \$550.00 each.
- Standard booths are \$500.00 each.
- Exhibitors who order and pay for their booths on or before October 15 (Early Bird), may deduct \$25.00 from the cost of each booth.
- These prices do not include the cost of electrical hook-up, carpeting, furniture, telephone or internet connections.

Booth Description

- 10' deep x 10' wide
- 8' high drapery backdrop in silver/gray.
- 3' high drapery side dividers in burgundy.
- 1 standard identification sign, 7" x 44"

Booth Assignments

- With the exception of MMEA Clinic Sponsors, booths will be assigned on a "First come; First serve" basis.
- On your contract, you will be asked to list three choices of booth positions within the hall.
- If you have a special booth request, it is strongly advised that you get your contract to MMEA as soon as possible. No special placement requests will be considered after the initial October 15 request date.
- Payment in full must be received with the contract before a booth(s) will be assigned.

Advance Shipments

Hubbell/Tyner will send detailed shipping instructions on advanced shipping to each exhibitor.

Use of Space

- To be fair to all exhibitors, please avoid blocking the sightline from the aisle to the adjoining booths. To that end, all display fixtures over 4 feet in height should be confined to the rear portion of your booth area and not extend towards the aisle more than 3 feet.
- Booths oriented as end-cap displays shall not have displays over 4' in height except in the center-most 10 feet of their 20 foot wide display.
- Although this is a music clinic and a certain amount of noise is expected, exhibitors should make sure that the volumes on electronic instruments and equipment are kept at a reasonable level. MMEA reserves the right to restrict the noise level as necessary.

Request Deadlines

- Exhibitors who order and pay for their booths on or before October 15 (Early Bird), may deduct \$25.00 from the cost of each booth.
- Booths will not be assigned until all payments are made.
- If you want your company listed as an exhibitor in the Minnesota Music Educators Clinic Program published prior to the clinic, the deadline for returning your contract and payment is October 15.
- If you want to request a special position within the Exhibit Hall, the deadline for returning your contract is October 15.
- The final deadline for all exhibit hall contracts and payments is January 15.
- You will receive a final Exhibit Hall layout with your official booth assignment by February 1, 2012.

Service Contractors

Hubbell/Tyner will contact you in December with the Exhibitor Service Kit. This will contain shipping and storage information, as well as order forms for all rental furniture, carpeting and services. Hubbell/Tyner will maintain a service desk close to the exhibit hall during set up and tear down. No chairs or tables will be furnished by MMEA or the Minneapolis Convention Center. You may bring your own furnishings or contract them from Hubbell/Tyner at (651)917-2632, 1810 Como Avenue, St. Paul, MN 55108.

Electrical service for your booth must be contracted via the Minneapolis Convention Center itself. Wireless internet service is also available for hire.

Move In/Move Out & Vehicle Access to Exhibit Hall

Please note the set up and tear down hours above. Driving into Exhibit Hall will be determined by weather and other factors and is the exclusive decision of Convention Center management.

Sales Permitted

Sales are permitted at exhibit booths. All taxes are the sole responsibility of the exhibitor.

Housing

The Minneapolis Hilton Hotel is serving as the host hotel. Hotel information will be provided on receipt of contract.

Food Exhibitors

By Minneapolis ordinance, exhibitors wishing to distribute food samples of products that they will cook or make on site, or are unwrapped and individually portioned from a larger product must be located on the outside walls of the exhibit hall so that sani-sinks can be readily available for their use. The booths designated for this are marked with diamond symbol (◆) on the exhibit hall diagram. These exhibitors must also comply with all other Minneapolis health regulations (cleanliness, wearing gloves, etc.), and will be required to pay an additional **\$50 surcharge** to cover the costs of the sani-sinks and Minneapolis city permit.

Any exhibitor may distribute small, individually pre-wrapped food samples such as Hershey's kisses or small candy bars. You may, not, however, set out a box of chocolates that are not individually wrapped. If you have any questions about this policy, contact the Exhibits Chair.

Name 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 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 or by January 15. 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 deadline.

Industry Showcase Session Proposals

We welcome session proposals from exhibitors. Proposals must be submitted not later than August 5th to be considered for the following February. Go to www.mmea.org/winterclinic.htm to submit information on-line. Proposals can also be emailed to info@mmea.org and must include session title, description, organization name, contact information, and whether the session will involve more than one person playing an instrument or singing. You may submit multiple proposals or topics. Sessions are chosen by the Clinic Chair to ensure a balanced program. You will be notified by September 30th regarding session selection.

Refunds

For cancellations prior to January 15, 2012, full payment less a \$150 service charge will be refunded. No refunds will be given after January 15, 2012.