YAKIMA CONVENTION CENTER
Yakima, Washington
February 13-16, 2020
Exhibits are open
February 14 & 15

47th Annual
WMEA State Conference

VISION 2020

EXHIBITOR PROSPECTUS
Welcome to the 2020 WMEA State Conference

One of my highlights of any Washington Music Educators State Conference in beautiful Yakima, Washington is the opportunity I have to visit the exhibit hall, networking and gaining information from industry experts such as YOU! The 2020 WMEA State Conference over President’s Day weekend promises to draw over 1,600 music educators from all regions in our state, enthusiastic and eager to learn about the newest industry innovations and services available to better serve their students and communities. Your participation and partnership as an exhibitor will infuse our conference with energy and excitement as our attendees consider the possibilities you present.

We have a tremendously varied program already taking shape, with outstanding national headliners, clinicians, and performers. Our facilities are spacious and convenient, centered right in the middle of conference activities, and the WMEA leadership has ensured ample time in the schedule to encourage attendees to visit your booth. Would you consider joining our conference as an exhibitor? Please contact exhibits@wmea.org for your interest or for any questions.

Thank you for your support of music education in the life of every child!
- Andrea Klouse, WMEA Board President

Why this event?

- Gain the Competitive Edge with an Exhibit at Our Conference
- Enhance your visibility as a major supplier of music education products, a major educational institution or a provider of services and supplies to music education activities.
- Make the most of your marketing dollar.
- Meet thousands of your best customers.
- Discuss new trends in your product line with music educators, administrators and their students.
- Explain your music education program to teachers who can relay your strengths to their students.
- Secure your role as a problem solver for music educators.
- Check out the competition.
- Network with music educators and other institutional members.
- Be seen at Washington’s premier music educators’ event of the year.
- Interact with your colleagues.
THURSDAY: Move-in begins at 6:00 PM and ends at 11:00 PM

We invite all exhibitors to begin loading at 6:00 PM on Thursday, February 13. The doors to the exhibit hall will be locked and unavailable prior to 6:00 PM. All moving in must end at 11:00 PM on Thursday, February 13. The doors will be locked at 11:00 PM and will not open again until 7:00 AM Friday morning. Please schedule your time accordingly. By purchasing an exhibit space at this conference, you agree to load and set-up ONLY during these stated times. In order to move in, you MUST check in at the exhibitor registration booth and receive an exhibitor badge before being allowed to enter.

FRIDAY

Move-in begins at 7:00 AM. All exhibitors must be checked in no later than 8:00 AM. An additional fee of $100 may be applied to your booth if you fail to check in by 8:00 AM on Friday, February 14. All exhibitors must be checked in before being allowed to set up. The exhibit hall opens for conference delegates and attendees at 11:45 AM.

SATURDAY

The exhibit hall opens at 9:00 AM.
The exhibit hall closes at 4:00 PM.
Booth Prices
Discounts and Details

There are two booth styles.

- Premium booth base price: $700
- Standard booth base price: $600

There are three discounts available on your booth. Discounts are per booth.

- Associate Member Organization: -$100
- Early Bird Contract*: -$50
- Exhibitor Loyalty Discount**: -$50

*Contract must be paid in full by August 1, 2019  **You must have exhibited at the 2019 conference

- 8’ High Back Wall Drape
- 3’ Side Drape
- Standard Identification Sign
- Carpeting (The hall is carpeted; there is no need to pay for additional carpeting.)
- One All-Conference badge per booth ordered
- Unlimited staff exhibit-hall-only badges
- Listing in the conference printed and online programs (Your booth must be paid for in full by December 1, 2019 to be included in the printed program.)
- Lunch will be provided to each exhibitor. Included in your booth space purchase, is one lunch ticket per booth for Friday and one lunch ticket per booth for Saturday. Lunch will be served in the exhibit hall. You may order additional lunch tickets for your staff. After completing the contract, please email exhibits@wmea.org with your additional lunch ticket orders. All additional lunch orders must be recieved seven days prior to the event.
No Booth Will Include

- Shipping and freight handling costs
- Audiovisual equipment
- Booth installation and dismantling
- Booth cleaning
- Individual booth security
- Additionally, there will be no WMEA security for any overflow booths which will be in the lobby of the Yakima Convention Center.

Event Decorator

The conference decorator is LCD Exposition Services
Contact:
LCD Exposition Services

220 E. Augusta Ave
Spokane WA 99207
PO Box 4487
Spokane WA 99220
Phone: 509-325-9656 Fax: 509-325-9670
www.lcdexpo.com

All exhibitors are welcome to bring furniture, but if you would like to order furniture, please do so through LCD Exposition Services.
Exhibit Location
Yakima Convention Center
Exhibit Halls C-D
10 North Eighth Street
Yakima, Washington 98801
www.yakimacenter.com

Booth Spaces
Booths are assigned type and location priority, according to the date the application is received. Booth applications are assigned a number based on the date on which they are received in the WMEA office. That number determines the order in which spaces are assigned. The first contract in gets the first placement, and so on.

A minimum deposit of $300 per booth must accompany the Exhibit Contract. The balance due must be received on or before December 1, 2019. If the balance is not paid in full prior that date, the exhibitor will be invoiced. A $25 processing fee will be added to the total amount due if WMEA must mail an invoice after December 1. All orders received after December 1, 2019 must include payment in full. Payment may be by check, purchase order, Visa or Mastercard. The contract and payment must be sent together (please do not send separately) to:

Washington Music Educators Association
Mario Brown, Exhibits Manager
19105 36th Avenue West, Suite 213
Lynnwood, Washington 98036
Fax: 425-776-1795

Load-In Procedures
The Yakima Convention Center loading dock is located off Yakima Avenue at Eighth Street. YCC officials will work with LCD to designate appropriate dock locations for vehicles to unload and load during move-in and move-out periods. Vehicles left at the loading dock unattended for an excessive period of time, or not in the actual loading or unloading process, will be subject to towing at the owner’s expense.

Exhibitors may hand-carry their own materials into and out of the exhibit facility. The use or rental of dollies, flat carts and other mechanical equipment is not permitted. Only bona fide, regular employees of the exhibiting companies will be permitted to hand-carry items in and out of the exhibit facility. Unloading or reloading at the dock of any and all contracted carriers will be handled exclusively by LCD Exposition Services.

Furniture & Decorations
Booth furnishings, storage and material handling will be available only through LCD Exposition Services. Rates and order forms will be available in the conference’s Exhibitor Service Kit, which will be emailed to all exhibitors and available on the WMEA website (www.wmea.org) in late December 2019. All official orders will go through LCD Exposition Services.

WMEA does not furnish chairs for booths, as it is costly. Please note that we have made arrangements with LCD Exposition Services to furnish your accessory needs at a rate that is lower than that charged by the average area decorator—especially those ordered in advance. We believe our approach will save everyone money in the long run.

All installation of decorator materials is the purview of LCD Exposition Services.

The Yakima Convention Center Exhibit Hall has a green-and-white color scheme, with gray aisle carpet, where used.

Shipping, Packing & Storage
LCD Exposition Services is the official receiving and shipping agent for the handling of exhibit materials which are shipped by freight and therefore necessitate local pick-up and forwarding. Deliveries will be made to the space number of the exhibitor and picked up at the close of the conference. Empty crates and cartons must be stored by LCD. The rate schedule for these services will be emailed from LCD in the exhibitor kit. These charges are to be assumed by the individual exhibitor. All shipments should be prepaid. Bills of Lading and Notice of Shipment should be made promptly to LCD.

The Yakima Convention Center is unable to accept any United Parcel Service or other shippers deliveries. Please use LCD for all deliveries. Contact LCD Exposition Services for further information. For further questions about shipping and deliveries, please contact LCD directly:

LCD Exposition Services
220 E. Augusta Avenue
Spokane, Washington 99207
PO Box 4487
Spokane, Washington 99220
509-325-9656

Cancellation
Cancellation notification must be submitted in writing to the WMEA Exhibits Manager. Refunds of the total amount paid minus $100 per booth service charge will be issued for cancellation notices received on or before December 1, 2019. WMEA reserves the right to cancel...
or refuse rental of display space to any exhibiting firm or person whose conduct or display of goods is, in the opinion of the Show Management, incompatible with the general character and objectives of the exhibition or the conference.

Security and Insurance
Basic hall security will be provided around the clock by WMEA and the Yakima Convention Center. However, exhibiting organizations are solely responsible for their own exhibit booths, including all materials and displays in the booth area. Exhibitors are encouraged to hire individual booth security. Although every effort will be made to protect merchandise and displays, exhibiting firms are required to maintain the insurance coverage as specified in the Exhibit Rules and Regulations set forth in the Exhibit Contract. Exhibiting firms are expected to have a Certificate of Insurance on site to verify appropriate coverage for liability and property damage.

Registration for Exhibitors
WMEA provides one complimentary non-transferable Conference Registration badge for each booth purchased. Additional complimentary Exhibit Hall Only badges can be obtained on site. These badges provide admission only to the exhibit hall and free concert hours (pending space availability after delegate seating).

If an organization representative wishes to attend conference sessions, happening outside of the Exhibit Hall, additional Conference Registration badge(s) must be purchased at the applicable registration price. Conference registration is available on site.

Sales Policy
Sales are permitted at exhibit booths. Collecting and reporting applicable taxes are the responsibility of the exhibitor. Washington State has a sales tax on most goods and services sold.

Advertising
Exhibitors that advertise in the official Conference Program will receive a 25% discount on that advertising. This discount supersedes all other discounts and is the only one that exhibitors will receive. Please contact Mario Brown with further questions regarding advertising in the Conference Program.

Housing
Online housing information will be available in September at www.wmea.org. Exhibitors are encouraged to use official conference hotels as that helps provide our meeting, concert and exhibit space. The conference hotels include the Red Lion Hotel, adjacent to the Yakima Convention Center, the Howard Johnson, just one block away (easy walk to the Convention Center) and the Holiday Inn, located across the street from the Convention Center.

Additional Terms of Contract
An attendant must be in charge of the display during the open hours of the exhibits. Exhibit spaces not claimed by one hour prior to the first opening may be reassigned without refund of rental paid. All exhibitors are required to keep their exhibits open until the listed closing time and agree not to dismantle or pack up before that time. Goods must be crated for shipment immediately following the closing unless prior arrangements are made with LCD.

Tips & Tidbits
Access to the exhibit areas will be limited to exhibitors and delegates during open hours. Students in guest performing groups will also be allowed to visit the exhibits if directly chaperoned at a ratio of one adult for five students.

Exhibits must remain within the allocated dimensions. If extra room is needed, the exhibitor needs to purchase additional booth space and not plan to “overflow” an end booth or into the aisles.

Ceiling Heights
Please be advised that the tallest door in the Exhibit Hall is 14 feet. All equipment brought into the Exhibit Hall must fit through that height.

Smoking
Smoking is not permitted anywhere in the Yakima Convention Center meeting or exhibit space nor in any other conference venue.
Reserve your booth today!

Washington Music Educators Association
19105 36th Ave W Suite 213
Lynnwood, Washington 98036
800-324-WMEA or 425-712-9632
fax: 425-776-1795 exhibits@wmea.org www.wmea.org

Previous Exhibitors

133d Army National Guard Band
204th Division Army Band
Accent Musical Instruments
ACFEA Tour Consultants
Affinity Group Tours
Air National Guard – Band of the Northwest
Alfred Publishing Company
American Guild of English Handbell Ringers
Andy Mackie Music Foundation
Blaze Cone Co. – High Gear
Boise State University
Bourne Marimbas
Brigham Young University – Idaho
Brodin Music
Buffett Crampon USA Inc.
Capitol Music Center
Cascade Publishing
Centrum
Collegiate Apparel
Community Calendars Fundraiser
Concordia University
Conn-Selmer, Inc.
Cornish College of the Arts
DeMoulin Brothers & Company
Djembe Direct
Disneyland–Disney Magic Music Days
Dough-To-Go
Eastern Oregon University
Eastman Strings
Ed Sueta/Macie Publishing
Educational Travel Services
Educational World Tours
Empire Music Co, Ltd.
Gemeinhardt Co, Inc.
George Fox University
Getzen Company, Inc.
Glencoe/Macmillan/McGraw-Hill
Hammond Ashley Violins
Haynes Flutes
Howard Rockwin Photography
J.W. Pepper
Jupiter Band Instruments, Inc.
Kennelly Keys Music, Inc.
Kersten Music Corporation
Lake Samish Music Camp
LifeSounds Educational Services
Little Caesar’s Pizza Kit Fundraising
Malmark, Inc. – Bellcraftsman
Manhasset Specialty Company
Mills Music, Inc.
Music Centers, Inc.
Music Educators National Conference
Music Works Northwest
musicgiftsonline
Neil A Kjos Music Co.
New Horizons Tour and Travel
Notion Music, Inc.
Ozark Delight Candy Company
Pacific Northwest Fundraising
Part Predominant Recordings
Pearl Corporation
Pearson (Scott Foresman-Silver Burdett)
Peery Products Co, Inc.
Peripole Bergerault, Inc.
PepWear
Principal Fund Raisers
Quail Valley Farms
ReignMakers Umbrellas
RhythmMetrics (BeatBucket drums)
Rubber Band Arrangements
School Employees Credit Union
Schulmerich Bells
Seattle Symphony
Seattle Youth Symphony Orchestras
Sentinel Mountain Press
Sheet Music Service
Shoreline Community College
SmartMusic/MakeMusic/Finale
Sound Music Publications
Soundwaves Recording
Ted Brown Music Company
The Music Toolbox
Tianjiao International Education Group
United States Marine Corps Music Program
University of Oregon School of Music
University of Washington School of Music
Washington American Choral Directors Association
Washington Music Educators Association
Washington State University Cougar Marching Band
Wenger Corporation
Western International Band Clinic
World Projects
Yamaha Corporation of America Band/Orchestral Div.
Yamaha Corporation of America Music in Education
Young Musicians Excelling