



# Exhibitor's Application and Contract

## New Mexico Music Educators Association

### 68<sup>th</sup> All-State Music Festival and In-Service Conference

#### January 4-5, 2012

Please complete the following Exhibit Space Reservation Form. In order to plan for the conference please try to reserve your exhibit space no later than October 1, 2011. Cost (not refundable) is \$250.00 per booth. Additional booths are \$100.00 each. Note: Each company must have their own booth.

**No refunds will be given for cancellations after December 1, 2011.**

Name of Firm \_\_\_\_\_

Street Address/P.O. Box \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

**Ballroom C** - Please reserve \_\_\_\_\_ booth(s). **Location:** 1<sup>st</sup> Choice \_\_\_\_\_ Alternate Choice \_\_\_\_\_

**Foyer if used** - Please reserve \_\_\_\_\_ booth(s). **Location:** 1<sup>st</sup> Choice \_\_\_\_\_ Alternate Choice \_\_\_\_\_

Authorized by \_\_\_\_\_ Title \_\_\_\_\_

Booth Representative(s) \_\_\_\_\_

Additional Services: **Electrical Connection (\$35)** \_\_\_\_\_

We are delivering a clinic on Friday and request a table. \_\_\_\_\_

Other: Please indicate on back of form. Additional charges may apply.

**Booth requests will be honored according to the date applications with payment are received.**

The exhibitor, as part of the consideration of this contract, waives any claim for loss, damage, or liability against the New Mexico Music Educators. Security will be provided, but it is expected that display materials will be adequately covered by insurance.

Signature: \_\_\_\_\_ Door Prize \_\_\_\_\_

Please make your check payable to **New Mexico Music Educators Association (NMMEA)** and mail with this application to:

New Mexico Music Educators Association  
Don Gerheart, Executive Director  
93 Mimbres Drive  
Los Alamos, NM 87544-3716

Phone: (505) 672-9840  
Fax: (505) 672-9840  
E-mail: dgerheart@nmmea.com  
Web site: www.nmmea.com

#### Shipping of Materials

Disco Display House is the official receiving and shipping agent for the handling of the exhibits (Drayage Services), which are shipped by freight and therefore necessitate local pick-up and forwarding. Deliveries will be made to the space number assigned and picked up at the close of the conference. For additional information concerning this service contact **Disco Display House**, 3123 Central Ave. NE, Albuquerque, NM 87106. Phone: (505) 265-1515. Fax (505) 268-5487.

#### Headquarters Hotel:

MCM Elegante Hotel  
2020 Menaul Blvd. NE  
Albuquerque, NM 87107  
Phone: 505-884-2511 Fax: (505) 881-4806

Identify yourself as a NMMEA vendor. Room rates for conference attendees are \$72.00 per night (single or double occupancy) plus tax and include a full complimentary breakfast buffet, free Internet access, as well as complimentary shuttle service to and from Albuquerque International Airport. The hotel is located 15 minutes from the airport and 10 minutes from the campus of the University of New Mexico.