



**University Booth Application and Contract  
For New Mexico Universities  
New Mexico Music Educators Association  
75<sup>th</sup> NMMEA In-Service Conference  
January 9 - 12, 2019**

New Mexico schools of higher learning will be offered an opportunity to have a booth at our NMMEA In-Service Conference. Due to limited space only one booth may be purchased at a cost of \$250 and must not exceed a width of 8 feet. The booths will be located in the foyer area outside Keller Hall. Each school will receive two conference badges. No additional amenities will be offered.

The booths will be manned on Wednesday, January 9, 2019 from 5:45 PM to 9:00 PM and on Thursday, January 10, 2018 from 8:00 AM to 3:00 PM. Due to the many ways to access to this high traffic area NMMEA will not provide security. We recommend that you take down anything of value Wednesday evening when you leave and reset Thursday morning. You need to be aware that we are not able to block out times to visit you due to the number of clinics and rehearsals that are taking place.

Please complete the following Booth Reservation Form. Please submit your application as soon as possible but no later than December 1, 2018 **No refunds will be given for cancellations after December 1, 2018.**

Name of School \_\_\_\_\_

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

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

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

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

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

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

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

The school, as part of the consideration of this contract, waives any claim for loss, damage, or liability against the New Mexico Music Educators. No security will be provided, but it is expected that display materials will be adequately covered by insurance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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  
White Rock, NM 87547-3716

Phone: (505) 672-9840 Cell: (505) 690-7854  
Fax: (505) 672-9840  
E-mail: dgerheart@nmmea.com  
Web site: www.nmmea.com

**Headquarters Hotel:**

The Sheraton Uptown  
2600 Louisiana Blvd. NE  
Albuquerque, NM 87110  
Contact Tyra Waites to make reservations  
Phone: 505-8305781

Identify yourself as a NMMEA participant. Room rates for conference attendees are \$94.00 per night (single or double occupancy) plus tax and include a full complimentary breakfast buffet and free Internet access. The hotel is 15-20 minutes from the campus of the University of New Mexico.