



University Booth Application and Contract
For New Mexico Universities
New Mexico Music Educators Association
80th NMMEA In-Service Conference
January 10 - 13, 2024

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 10, 2024, from 5:45 PM to 9:00 PM and on Thursday, January 11, 2024 from 8:00 AM to 3:00 PM. Due to the many ways to access 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.

Please complete the following Booth Reservation Form. Please submit your application as soon as possible but no later than December 1, 2023. **No refunds will be given for cancellations after December 1, 2023.**

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 NMMEA. No security will be provided, but it is expected that display materials will be adequately covered by insurance.

Both Parties agree to save harmless the other party in case of a catastrophic situation which causes NMMEA to cancel the All-State Music Festival and In-Service Conference. A "catastrophic situation" shall include, but not be limited to, an act of God, act of nature (including any epidemic or outbreak of pandemic disease), storm, flood, earthquake, fire, act of government or state, war, civil commotion, insurrection, embargo, labor disputes, and any other situation or event out of the reasonable control of the Parties.

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
Neil Swapp, Executive Director
PO Box 3047
Silver City, NM 88062

Phone: 575-649-4507
Email: neilswapp@nmmea.com
Website: www.nmmea.com

Headquarters Hotel: The Sheraton Uptown
2600 Louisiana Blvd. NE
Albuquerque, NM 87110
Phone: 505-881-000

Identify yourself as a NMMEA participant. Room rates for conference attendees are \$149.00 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.