

# TENNESSEE MUSIC EDUCATION ASSOCIATION

TO: MUSIC INDUSTRY & COLLEGE EXHIBITORS

FROM: Jo Ann Hood  
Exhibits Chairperson

RE: TENNESSEE MUSIC EDUCATION ASSOCIATION  
IN SERVICE CONFERENCE  
APRIL 14 – 17, 2010  
Renaissance Nashville Hotel and Nashville Convention Center  
611 Commerce Street  
Nashville, TN 37203  
615.255.8400

The Tennessee Music Education Association is pleased to invite your company to exhibit at the 2010 Tennessee Music Education Association In Service Conference. The conference will be held in Nashville, Tennessee April 14 through April 17, 2010 at the Renaissance Nashville Hotel and Convention Center. The plans for the 2010 conference are well under way and should prove to be an exciting event. Membership in TNMEA is composed of more than 1200 teachers of band, orchestra, chorus, general music, and piano for elementary through college level students. We average 600 – 800 registered participants at the conference.

## **FOR YOUR INFORMATION:**

1. Exhibits will be open Thursday, April 15 and Friday, April 16. The exhibits will be located in the east section of the Nashville Convention Center.
2. **Tentative** exhibit schedule will be as follows:

### **Wednesday, April 14, 2010**

4:00 p.m. – 8:00 p.m. – Exhibitor move in

### **Thursday, April 15, 2010**

7:00 – 9:00 a.m. – Exhibitor move in

9:00 a.m. – Exhibits open (Grand Opening ceremony time will be announced once schedule is set)

5:00 p.m. – Exhibits will close

### **Friday, April 16, 2010**

8:30 a.m. – Complimentary continental breakfast for exhibitors

9:00 a.m. – Exhibits open (mini concerts will be performed)

3:00 p.m. – Exhibits will close

Tear down will be from 3:00 p.m. until 6:00 p.m.

3. There will be times scheduled for exhibit visitation in the conference program.

4. The College Fair will be held on Thursday, April 15. The All-State students will be scheduled to visit the exhibit area in two groups, instrumental and vocal, and will have the opportunity to visit the college booths as well as all of the exhibits. The students will also receive a card to have signed by the colleges they visit. The signed cards will be placed in a barrel and drawn for cash prizes. There will be a percentage of signatures required to be eligible for the drawing.
5. College exhibitors will receive four name tags per booth. Additional workers will have to pay conference registration.
6. First time music industry exhibitors may place an ad in the conference program at a 50% discount. Ads must be in by February 1, 2010. For more information contact Mike Combs via email [mcombs@utk.edu](mailto:mcombs@utk.edu).
7. Door prizes donated by exhibitors will be awarded throughout the exhibit hours on April 15 and 16. Attendees will have a card to have exhibitors sign to be eligible for cash prizes and door prizes. We hope this will encourage more traffic in the exhibit hall. ***Be sure to mark the box on the contract if you wish to donate a door prize. Door prizes should be turned in at check in.***
8. There will be 24 hour security. (4:00 p.m. April 14 – 6:00 p.m. April 16, 2010)
9. Mini Concerts will be performed during the exhibit hours as well as at the Grand Opening.

### **BOOTH PRICES AND DEPOSITS**

	<b><u>PRICE</u></b>	<b><u>DEPOSIT</u></b>	<b><u>FINAL PAYMENT</u></b>
ONE BOOTH	\$300.00	\$150.00	\$150.00
TWO BOOTHS	\$450.00	\$225.00	\$225.00
THREE BOOTHS	\$600.00	\$300.00	\$300.00
FOUR BOOTHS	\$750.00	\$375.00	\$375.00

### **IF YOU CHOOSE TO DISPLAY:**

1. Fill out, copy, and return the original exhibit contract along with the deposit by March 1, 2010. Be sure to sign the liability clause on the contract. Keep a copy for your records. The final payment will be due by March 15, 2010. I will fax or e-mail a confirmation upon receipt of your contract
2. The decorating company is the Geo. E. Fern Co. They will send you a service packet with information regarding additional services and applicable fees. **You do not need your booth number to place your order.** I will furnish the decorator a list of booth numbers.
3. Please mail one copy of the contract and deposit immediately. ***Booths will be assigned in the order in which contracts and deposits are received.***

I hope you will choose to exhibit at the 2010 TNMEA In Service Conference. We appreciate your support and will make every effort to insure a positive and productive experience for all.

If I may assist you in any way, please contact me:

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