



402 Office Plaza Drive Tallahassee, FL 32301-2757
ph. (850) 878-6844 toll-free (800) 301-FMEA fax: (850) 942-1793
www.flmusiced.org

The Florida Music Education Association 2017 Annual Professional Development Conference

January 13, 2016

Dear Exhibitor:

The Florida Music Education Association Annual Professional Development Conference will be held at the Tampa Convention Center on **January 11-14, 2017**. We cordially invite you and your company to participate in our conference - the largest music education activity east of the Mississippi River.

The FMEA Professional Development Conference is host to the 22 All-State Bands, Orchestras, and Choruses at the elementary, middle school, and high school levels. More than 9,000 music educators, music supervisors, musicians, college students, school administrators, students, and their parents will be in attendance. During the 2016 Conference, there were more than 350 seminars, workshops, meetings, and concerts.

Please see our exhibitor website at www.FLMusicEd.org/Exhibits for information to register online and be sure to read the General Regulations for Exhibitors and the "Must Read - Rules, Regulations, and Deadlines" documents on that page.

Should you be interested in presenting a Product Showcase during our conference schedule, you may apply online at www.FLMusicEd.org/Exhibits. If you wish to further heighten the visibility of your company, there are a number of opportunities for sponsorship throughout the conference. Please review materials at www.FLMusicEd.org/CAP for these opportunities.

If we may furnish you any additional general information, please feel free to call or email our office. For information specific to the Trade Show Exhibition, please email Byron and Bobbie Smith, Exhibit Managers at absdoc@fmeaexhibits.com.

We look forward to seeing you in January 2017!

Sincerely,

A handwritten signature in black ink that reads "Kathleen D. Sanz". The signature is written in a cursive style.

Kathleen D. Sanz, PhD
Executive Director
kdsanz@flmusiced.org



2017 FMEA EXHIBITOR INFORMATION

FMEA Federal Tax Identification: 59-01791022

FLORIDA MUSIC EDUCATION ASSOCIATION

FMEA PROFESSIONAL DEVELOPMENT CONFERENCE:

January 11, 12, 13, 14, 2017
Tampa Convention Center
333 South Franklin Street
Tampa, Florida 33602
(813) 274-7761

Exhibit Hours

Thursday, January 12,
12:30-6:00pm
Friday, January 13,
10:30a.m.-6:30p.m.
Saturday, January 14
9:00a.m.-1:00p.m.

FMEA EXHIBIT MANAGERS:

Byron and Bobbie Smith
Phone: (850) 893-3606
Cell: (850) 933-7766
exhibits@fmeaexhibits.com

FMEA EXHIBIT DECORATOR:

Brede Exposition Services
Frank Minish
Phone: (407) 851-0261

FMEA EXECUTIVE DIRECTOR:

Kathleen D. Sanz, PhD
402 Office Plaza
Tallahassee, Florida 32301
Phone: (800) 301-3632
Fax: (850) 942-1793

Exhibit Location: East Hall, Tampa Convention Center

Set-up Hours: Load-In: Wednesday, January 11 @ 8am-6pm
Thursday, January 12 @ 8am-12pm

Temporary Ramp Parking for Load-In/Load-Out
Exhibitors must remain set-up until close at 1:00pm on Sat., Jan. 14th
Early Breakdown may result in suspension from future shows.

BOOTH PRICES (10x10, 8' draped table, 2 chairs, sign):

Single	\$585	4 Booth Island	\$2870
Single Corner	\$610	6 Booth Island	\$4300
Endcap	\$1400	8 Booth Island	\$5735
		10 Booth Island	\$7170

Reservations: Non-refundable deposit of \$100 per booth or Full Payment can be [paid online](#) with a credit card or send check to the FMEA Office, 402 Office Plaza, Tallahassee, Florida 32301 within 10 working days.

Return checks will require payment by cashier's check or money order.

Failure to occupy booth space in no way releases the exhibitor from obligation to pay for full cost of booth(s) rental. In the event of flood, fire, strikes, riots, civil commotion, or other uncontrollable circumstances, which would render the exhibit area unfit or unavailable for use within 5 days prior to the opening date of the exhibits, 50% of the money paid, less the non-refundable deposit of \$100.00 per booth, will be refunded after conference.

Penalties will apply on **November 16, 2016**

- \$50 penalty if final payments are not postmarked by the November 14th deadline.
- Written cancellation before deadline and receive a **refund excluding the \$100 non-refundable deposit per booth.** After deadline, all booths must be paid in full.
- A company contracting late has to receive permission to pay on-site by the exhibit manager.
Payments on-site can be made with a valid credit card or cash.
Invalid credit cards may result in removal of exhibitor.

BADGES:

- Four (4) Badges per Booth
- \$5.00 CASH ONLY for on-site badge requests (receipts provided)
- Badge changes accepted online until December 29, 2016.

SCHOOLS AND COLLEGES:

- No undergraduates will be allowed to work a booth during exhibit hours.
- Students must register as NAFME Collegiate members.
Please encourage early enrollment in NAFME Collegiate.
- No more than (4) faculty members per booth.
***Additional faculty must register as FMEA members.**
***NO exceptions will be approved by the Exhibit Managers.**