



## Professional Development Conference Exhibitor Application

Event Date: February 2–5, 2022  
Location: Kentucky International Convention  
Center Louisville, Kentucky

Please type or print information below and return to: KMEA, P.O. Box 1058, Richmond, KY 40476; melissa@kmea.org; or fax (859) 626-1115. The early application deadline is June 15. Requests for specific space is open to applicants on a first come, first served basis. However, the occupant of a particular space in the previous year will be given until June 15, 2021 to reclaim that space by applying with payment in full. Applications are not complete unless accompanied by payment. The Exhibit Hall Map is located on page 16 and on the KMEA website.

Company name \_\_\_\_\_

Contact person \_\_\_\_\_ Tel. \_\_\_\_\_

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_ Signed \_\_\_\_\_

Check     MasterCard     Visa     Discover     American Express

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

V-code \_\_\_\_\_ Signature \_\_\_\_\_

Complete if address for further correspondence is different from above.

Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Please refer to page 16 of the advertising brochure or the KMEA website for a layout of the booths in the exhibit hall. Please indicate booth choices in descending order.

First Choice, Booth # \_\_\_\_\_

Third Choice, Booth # \_\_\_\_\_

Second Choice, Booth # \_\_\_\_\_

Fourth Choice, Booth # \_\_\_\_\_

How many booths are desired?

Number of Standard Booths: \_\_\_\_\_

If no corner booth is requested:			
First standard booth	\$400	Each additional standard booth	\$350
If corner booth is requested:			
First corner booth	\$450	Each additional corner booth	\$400
		Each additional standard booth	\$350

Number of Corner Booths: \_\_\_\_\_

**Display Hours:**

Thursday, February 3, 2021    9:00 a.m.–5:00 p.m. Open for lunch  
Friday, February 4, 2021    9:00 a.m.–5:00 p.m. Open for lunch  
No Saturday hours

**Exhibiting on Friday is required through 5:00 p.m.**

If it is necessary to be placed adjacent to another exhibitor, provide name of the company below. Companies requesting adjoining spaces must contact one another in advance and submit their applications together.

Other company's name: \_\_\_\_\_

Please print a description with a brief statement of facts, describing products offered and services rendered, and without self-serving proclamations of unproven sales and quality leadership. This information will be presented in the official conference program. The officers of KMEA reserve the right to edit the program copy. Descriptions exceeding 25 words will be condensed.

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Our contract with the Kentucky International Convention Center requires us to provide information regarding food and drinks served in the exhibit hall. Exhibitors who plan to offer food or drink samples as part of their exhibit, must list name of product and sample size.

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Applicant is asked to make a brief statement of the nature of the proposed exhibit, stating how material will be displayed, and add any information that will assist in making an assignment in the most satisfactory location.

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Our company will be selling items bearing the registered KMEA trademarks: Yes \_\_\_\_\_ No \_\_\_\_\_  
A check in the amount of 10% of gross sales must be forwarded within ten (10) days after the conclusion of the conference to the KMEA office.

Indemnifying Clause: Exhibitor agrees to protect, save and keep the Kentucky Music Educators Association, the official decorator, and the Kentucky International Convention Center forever harmless from any damage or charges imposed for violation of any law or ordinance whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the Kentucky International Convention Center and the Kentucky Music Educators Association regarding the exhibition premises; and further exhibitor shall at all times protect, indemnify, save and keep harmless the Kentucky Music Educators Association, the official decorator, and the Kentucky International Convention Center against and from any and all loss, cost damage, liability, or expense arising from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees, and business invitees, which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.

We, the undersigned, hereby make application for exhibit space as indicated above. We have read and understand that the instructions included in the Exhibitor Terms of Agreement (page 10 & 11) are a part of this contract. Payment in full for the total cost of space desired is enclosed. Requests for specific space is open to applicants on a first come, first served basis. However, the occupant of a particular space in the previous year will be given until June 15, 2021 to reclaim that space. After early registration applicants are assigned we will begin placing those received after June 15 on a first come first served basis. For cancellations prior to November 1, 2021, all monies, less a \$50 service charge, will be refunded. For cancellations after November 1, 2021, the exhibitor shall receive NO refund.

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Signature

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Date

# Exhibitor Terms of Agreement

## 1. Contracts and Rental Fee

Reservations for booth spaces must be made on the application provided, and they must be accompanied by payment for the full amount of space reserved. No assignments will be made until receipt of full payment. KMEA does not guarantee that applications will be accepted after January 28, 2022.

## 2. Printed Conference Materials

Conference Program - applications and payment must be received by December 1, 2021 for inclusion in the conference program.

Conference App - applications and payment must be received by December 1, 2021 for inclusion in the conference app.

## 3. Booth Assignments

Booths will be assigned by the KMEA office in the order that applications are received. Seniority will be given to those requesting the same exhibit space if the application and payment are received by June 15, 2021. Care will be taken to avoid adjacent placement of booths of similar nature. Firms requesting adjoining booths must contact one another in advance and arrange for their applications to be submitted together. Adjoining booths will not be assigned unless both firms have submitted their request in writing. Exhibiting until 5:00 p.m. on Friday is required. Failure to do so will result in back of hall booth placement for the following year.

## 4. Booth Specifications

Booths are 10 ft. x 10 ft. All signage and promotional materials taller than 4 ft. must be positioned 5 ft. or more away from the aisle (in the back half of your booth space) Exceptions to this policy must be cleared with Exhibit Coordinator, Melissa Skaggs. Each booth includes one 8 ft. undraped table, two folding chairs, and one standard 7 in. x 44 in. two-line identification sign. The cost of booths are as follows:

If no corner booth is requested:			
First standard booth	\$400	Each additional standard booth	\$350
If corner booth is requested:			
First corner booth	\$450	Each additional corner booth	\$400
		Each additional standard booth	\$350

## 5. Exhibit Days, Dates and Hours of Operation

Dates	Installation	Display Hours	Dismantle
Wed., Feb. 2, 2022	12:00 p.m.—8:00 p.m.		
Thurs., Feb. 3, 2022	7:30 a.m.—8:30 a.m.	9:00 a.m.—5:00 p.m.	
Fri., Feb. 4, 2022		9:00 a.m.—5:00 p.m.	begins at 5:00 p.m.
<i>Exhibiting on Friday until 5:00 p.m. is required.</i>			

Security guards will be present during all hours that the exhibits are officially open.

## Exhibitor Terms of Agreement (cont.)

### 6. Installation and Dismantling

Installation must be completed by 8:30 a.m. on Thursday, February 4, 2022. An exhibitor who does not appear by that time will not be allowed to set up, and will receive no refund. Goods must be crated and placed for shipment immediately following the close of exhibits.

Each year, the KMEA exhibit hall closes at 5:00 PM on Friday of the conference. KMEA discourages exhibitors from packing products, dismantling booths, or departing before closing time. We believe that those who pack, dismantle, or leave early significantly disturb the browsing experience for the patrons, and we respectfully request that exhibitors resist any urge to be a part of incremental shut-down. Participation in any form of early shut-down is contrary to the exhibitor agreement.

In fairness to those who cooperate with us on this matter, the following year we allow them to reclaim their booth location or select even better locations if available by simply making their reservation before June 15. This offer is not made available to those who do not fully live up to the agreement. To enforce this distinction, during the KMEA conference as Friday's exhibit hours come to a close we will photograph booths that are in any state of disassembly or are unmanned. Very shortly after the conference we will forward the time-stamped photograph along with a message that re-iterates these terms.

There can be no exceptions to this policy. We value and care for the welfare of our conference exhibitors, and part of protecting the welfare of all is our making appropriate efforts to maintain the integrity of the exhibit hall down to the very end. Thank you for your understanding on this matter.

### 7. KMEA Signature Items

KMEA has granted Soundwaves Recording exclusivity for the production of all recordings for the conference. PepWear has the exclusive right to produce and sell novelty or souvenir items bearing the KMEA and/or KMEA All-State logo with the exception of CDs, photos, and tapes of the All-State performances. These items may include plaques, patches, pins, or wearing apparel. Other vendors with questions about this exclusivity may contact the KMEA Office.

### 8. Decorating, Drayage and Additional Services

All services customarily required by exhibitors will be available at extra charge. The decorating and drayage company will handle table draping, furniture rental, labor, and all electrical needs. Resulting expense is the responsibility of the exhibitor. Order forms for these services will be included in the Exhibitor's Service information emailed to exhibitors after space is assigned. Also included will be shipping information, rate schedules, and service order forms within the Exhibitor's Service information. All shipments to the company must be pre-paid.

### 9. Hotel accommodations

The housing reservation information will be available on the KMEA website [www.kmea.org](http://www.kmea.org). Accommodations will be available at the Hyatt Regency Hotel and the Galt House. Reservations will be made directly with the hotel via phone or online form and not with the KMEA office. See <http://www.kmea.org/conference-housing/>.