



# Minnesota Music Educators Association

## 2019 Midwinter Clinic- Exhibit Hall Information

### Exhibit Hall Hours

- Thurs, February 14, 2019- 11:30 am - 5:00 pm
- Fri, February 15, 2019- 8:30 am - 5:00 pm
- Exhibitors are expected to remain open and to be fully set up and staffed while the hall is open. Failure to do so may result in a fine.**
- The clinic will also be underway on Sat, February 16, 2019 however the Exhibit Hall will NOT be open on this day.

### Set Up

- Wed, February 13, 2019- 11:00 am - 6:00 pm
- Thurs, February 14, 2019- 8:00 am - 11:00 am

### Tear Down

- Fri, February 15, 2019- 5:00 pm - 9:00 pm

### Exhibit Hall Location

Exhibit Hall A, Lower Level, Minneapolis Convention Center

### Booth Prices- Also see Hall Layout

- Premium booths (designated by red outline) are \$625.00 each.
- Standard booths are \$575.00 each.
- Prices do not include the cost of electrical hook-up, carpeting, furniture, telephone or Internet connections.
- Payment due within 4 weeks of receiving invoice.
- Pay by November 15 (Early Bird) to deduct \$75.00 from the cost of each booth.

### Booth Description

- 10' deep x 10' wide
- 8' high drapery backdrop in black.
- 3' high drapery side dividers in blue.
- 1 standard identification sign, 7" x 44"

### Booth Assignments

- MMEA Clinic Sponsors and Organizational Members get first choice of booths.
- All other booths will be assigned on a "First come; first serve" basis as the online form is completed.
- Three choices of booth positions within the hall are requested.

(Booth Assignments, cont.)

- If you have a location request, it is strongly advised you complete the online form as soon as possible, and prior to Early Bird Deadline of November 15, 2018.
- Payment in full for one booth must be received within four weeks of receiving an invoice. If additional booths are reserved, the remaining balance must be paid by January 10, 2019.

### Advanced Shipments

Corexpo (formerly Hubbell/Tyner) will email all exhibitors detailed instructions on advanced shipping sometime in December 2018 or early January 2019. Be sure email addresses are accurate.

### Use of Space

- All display fixtures over 4 feet in height should be confined to the rear portion of your booth area and not extend towards the aisle more than 5 feet.
- Booths oriented as end-cap displays shall not have displays over 4' in height except in the center-most 10 feet of their 20 foot wide display.
- Although this is a music clinic and a certain amount of noise is expected, exhibitors should make sure that volumes are kept at a reasonable level. MMEA reserves the right to restrict the noise level as necessary.

### Dates and Deadlines

- If you want to request a special position within the Exhibit Hall, fill out the online reservation form ASAP and no later than November 15.
- November 15 is the deadline to get Early Bird pricing.
- The final deadline for all exhibit hall contracts is January 15.
- Return signed contract within two weeks of receiving. Submit payment within four weeks of receiving invoice.
- For exhibit contracts received by Nov 15<sup>th</sup>, you will get your booth assignment during December. Others will receive a final Exhibit Hall layout with your official booth assignment by January 15, 2019.

(Continued on next page.)

# 2019 Midwinter Clinic- Exhibit Hall Information (continued)

## Vehicle Access to Exhibit Hall

Driving into the Exhibit Hall during set-up and tear-down will be determined by weather and is the exclusive decision of Convention Center management. Vehicles permitted to drive into the Exhibit Hall are allowed 30 minutes to unload, and then must be removed.

## Service Contractors

Services at the Minneapolis Convention Center are provided by different organizations.

**Electricity, Telephone & Internet-** These services are ordered through the Convention Center.

[www.minneapolis.org/minneapolis-convention-center/exhibitors](http://www.minneapolis.org/minneapolis-convention-center/exhibitors).

**Tables, Chairs, Carpeting & exhibitor furnishings-** These items (& more) are ordered from Corexpo (formerly Hubbell/Tyner). They will email exhibitors in December or early January with instructions to order materials online. Place your orders with them PRIOR TO the Clinic. Corexpo will maintain a service desk close to the exhibit hall during set up and tear down.

[www.corexpo.com/](http://www.corexpo.com/).

- You may bring your own chairs, tables, furnishings and/ or carpeting if you would like.

## Sales Permitted

Sales are permitted at exhibit booths. All taxes are the sole responsibility of the exhibitor.

## Food in the Exhibit Hall

Exhibiting firms that manufacture, produce, or distribute food products may distribute sample sizes of their products only. All organizations must comply with all Minneapolis and State of Minnesota food safety regulations (hot foods prepared to and stored at 140 degrees or higher, cold foods stored below 41 degrees, wearing gloves, proper handwashing, cleanliness, etc). It is the responsibility of the exhibiting firm to be familiar with [these regulations](#) and ensure they are followed.

## Food (cont.)

Any exhibitor may distribute small, individually pre-wrapped food samples such as Hershey's kisses or small candy bars as an incentive for visitors. You may not distribute food that is not individually wrapped (e.g. a box of unwrapped chocolates). If you have any questions about this policy, contact the Exhibits Chair.

## Housing

The Minneapolis Hilton Hotel is serving as the host hotel. Hotel information will be provided on receipt of contract.

## Name Badges

MMEA will contact you in early January regarding name badges.

## Cancellations & Refunds

- For cancellations prior to November 15, 2018, a \$100.00 service charge will be deducted. For cancellations after Nov. 15, a \$250 service charge will be deducted.
- No refunds will be given after January 25, 2019.

## Contact

If you have further questions about the MMEA Exhibit Hall, please contact Joni Sutton or Chip Williams- phone: 763-449-8901 or email [exhibits@mmea.org](mailto:exhibits@mmea.org).

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