



Dear Prospective Exhibitor,

This is an exciting time for the South Dakota Music Education Association. On Friday, October 27th and Saturday, October 28th, 2017, SDMEA will be hosting our ninth annual State Music Education Conference for the music educators of South Dakota in conjunction with the 2017 South Dakota All State Chorus and Orchestra. In the fall of 2017, we will be returning to the the Sioux Falls Convention Center in Sioux Falls, South Dakota.

Along with the 1,000-voice All State Chorus and the 150-member All State Orchestra, the conference will feature clinic sessions and concerts. In an effort to increase traffic in the exhibit area, we will again open the Exhibit Hall to everyone attending the All State Chorus and Orchestra event. All exhibits will be housed tentatively in Ballroom A in the Convention Center. This will provide all in attendance with an abundance of resource information; including materials, equipment, instruments, travel opportunities, and fundraising ideas. The SDMEA exhibits will give the music educators and students from South Dakota one of the few opportunities they have within the school year to view such extensive exhibits.

The exhibit confirmation e-mail will include a detailed schedule; however, it is important to know that exhibit set-up will be between 6:00 – 8:30 PM on Thursday evening, October 26th. The exhibit venue will be open on Friday morning, Friday afternoon, and Saturday until noon (see page 2 for the exact schedule). Exhibit disassemble will occur early Saturday afternoon.

The following timetable of application procedures has been established for this year:

1. Contracts received on or before October 13th: As possible and within reason, booth placements will be **assigned according to postmark.**
2. Contracts received after October 13th : **Will pay an additional \$50 fee for booth reservation.** Remaining exhibit booths (if any) will be assigned according to postmark. Late registrations might not be listed in the conference program.
3. Confirmation email from, [exhibitchair@sdmea.net](mailto:exhibitchair@sdmea.net) will be mailed to all exhibitors when I receive your contract in the mail.

A few reminders: I will be adjusting the hours we are open to better help traffic flow through the exhibit hall, the hours will better coincide with the All State Chorus and Orchestra schedule. We will also be adding a brief description of your booth in our online conference brochure, make sure to fill out that description in the form below (please write clearly or feel free to email me that description). There will also be a spot on the contract to indicate that you want to have your info in the brochure but are unable to make the conference.

Exhibiting with SDMEA is a sound marketing move. The audience is large, diverse, and in need of your services. You are invited to be a part of the 2017 SDMEA Conference in Sioux Falls, South Dakota. I sincerely hope that you will complete the enclosed contract at your earliest convenience.

Sincerely,

Mike Bossman  
Exhibit Chair  
[exhibitchair@sdmea.net](mailto:exhibitchair@sdmea.net)

**2017 SDMEA CONFERENCE  
HOTEL ACCOMMODATIONS**  
October 27th and October 28th, 2017

Sioux Falls has an abundance of Hotel Accommodations to select from. The SDMEA Conference Hotel is:

The Sheraton  
1211 N. West Ave.  
Sioux Falls, SD 57104  
(605) 988-9897

For more hotel information visit <http://visitsiouxfalls.com/places-to-stay/>

----- **GENERAL INFORMATION & SCHEDULE** -----  
2017 State Music Education Conference  
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**DATES:** October 27<sup>th</sup> and October 28th, 2017

**LOCATION:** Sioux Falls Convention Center  
1101 N. West Ave.  
Sioux Falls, SD 57104  
<http://dennysanfordpremiercenter.com/center-info/>

**EXHIBIT AREA:** Ballroom A (This is subject to change)

**EXHIBIT SET-UP:** 6:00-8:30 PM on Thursday, October 26th  
**EXHIBIT DISASSEMBLY:** 12:00 noon – 2:00 PM on Saturday, October 28th

(Hours are subject to change - depending on All State Chorus and Orchestra Schedule)

**EXHIBIT AREA OPEN:** October 27th 8:00 AM – Noon & 1:00 PM – 5:00 PM  
October 27th 8:00 AM – Noon

**FOR QUESTIONS OR ADDITIONAL INFORMATION, CONTACT:**

Mike Bossman Phone: 605-261-5128  
Chair, SDMEA Exhibits  
5615 S. Cain Ave  
Sioux Falls, SD 57106

E-Mail: [exhibitchair@sdmea.net](mailto:exhibitchair@sdmea.net)

---CONTRACT FOR EXHIBIT SPACE---  
2017 SDMEA Conference - October 27th and October 28th, 2017

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Website: \_\_\_\_\_

Type of Exhibit: \_\_\_\_\_  
*(Fundraising, Publisher, Music Store/Industry, College/University, Uniform/Apparel, etc.)*

Give one paragraph description of your booth brochure - feel free to email me the description - [exhibitchair@sdmea.net](mailto:exhibitchair@sdmea.net)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) of Representative(s): \_\_\_\_\_  
***2 names per reserved booth any extra badges are \$10 per, see below***

First 10ft x 10ft Booth \$300.00 \_\_\_\_\_  
*Includes: (1) 8ft x 3ft skirted table, (2) chairs, wastebasket, sign, backdrop, dividers, power, wifi, and name badges.*

Additional 10ft x 10ft Booth(s) Number Needed \_\_\_\_\_ x \$250.00 (each) \_\_\_\_\_

Additional 8ft x 3ft Table Number Needed \_\_\_\_\_ x \$25.00 (each) \_\_\_\_\_

Additional Name Badges (2 included with booth) Number Needed \_\_\_\_\_ x \$10.00 (each)

Cannot attend conference but would like info in the brochure (only needed if you will NOT be at the conference)  
\$100 \_\_\_\_\_  
*(You must check the above lines for these services!)*

**Please make checks Payable to SDMEA** **\$ \_\_\_\_\_**

*Incomplete contracts will be returned with no booth space reserved. Cancellations received by October 13<sup>th</sup> will receive a full refund. Cancellations received after October 13<sup>th</sup> will be assessed a \$50 processing fee.*

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Deadline – October 13<sup>th</sup>, 2017**

Mail this form and check to:  
Mike Bossman  
SDMEA Exhibit Chair  
5615 S. Cain Avenue  
Sioux Falls, SD 57106

Will you ship materials in advance? If so, send to:  
Attention: SDMEA Conference  
Cheri Anderson  
1101 N. West Ave  
Sioux Falls, SD 57104