



Dear Prospective Exhibitor,

This is an exciting time for the South Dakota Music Education Association: On Friday, October 26th and Saturday, October 27th, 2018, SDMEA will be hosting our 10th annual State Music Education Conference for the music educators of South Dakota in conjunction with the 2018 South Dakota All State Chorus and Orchestra. This year we return to the Rushmore Plaza Civic Center in Rapid City, SD.

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 La Croix A-B 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 25th. 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 Friday, October 12th: As possible and within reason, booth placements will be **assigned according to postmark**.
2. Contracts received after October 12th : **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 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 2018 SDMEA Conference in Rapid City, South Dakota. I sincerely hope that you will complete the enclosed contract at your earliest convenience.

Sincerely,

A handwritten signature in black ink that reads 'Jon Bakken'. The signature is written in a cursive, flowing style.

Jon Bakken
Exhibit Chair
exhibitchair@sdmea.net

**2018 SDMEA CONFERENCE
HOTEL ACCOMMODATIONS**
October 26th and October 27th, 2018

Rapid City has an abundance of Hotel Accommodations to select from. The SDMEA Conference Hotel is:

Holiday Inn Rapid City - Rushmore Plaza
505 North Fifth Street
Rapid City, SD 57701
1-888-Holiday

(There is a discount price for SDMEA at the Holiday Inn but they must know by September 24th, 2018)

Hotel information can be found by visiting the following Rapid City Chamber of Commerce website:
<http://web.rapidcitychamber.com/Lodging-Travel-Tourism>

----- **GENERAL INFORMATION & SCHEDULE** -----
2018 State Music Education Conference

DATES: October 26th and October 27th, 2018

LOCATION: Rushmore Plaza Civic Center
444 Mt. Rushmore Road
Rapid City, SD 57701
<http://gotmine.com/>

EXHIBIT AREA: La Croix A & B (This is subject to change)

EXHIBIT SET-UP: 7:00-9:00 PM on Thursday, October 25th

EXHIBIT AREA OPEN: October 26th 9:00 AM – Noon & 1:00 PM – 5:00 PM
October 27th 9:00 AM – Noon

EXHIBIT DISASSEMBLY: 12:00 noon – 2:00 PM on Saturday, October 27th

FOR QUESTIONS OR ADDITIONAL INFORMATION, CONTACT:

Jon Bakken, SDMEA Exhibit Chair
Camelot Intermediate School
1401 15th St S
Brookings, SD 57006

Phone: 763-742-6418

E-Mail: exhibitchair@sdmea.net

---CONTRACT FOR EXHIBIT SPACE---
2018 SDMEA Conference - October 26th and October 27th, 2018
Application Deadline – Friday, October 12th, 2018

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

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 12th will receive a full refund. Cancellations received after October 12th will be assessed a \$50 processing fee.

Signature _____ Date: _____

Mail this form and check to:
Jon Bakken, SDMEA Exhibit Chair
Camelot Intermediate School
1401 15th St S
Brookings, SD 57006

Will you ship materials in advance? If so, send to:
Attention: SDMEA Conference
Tayna Gray
444 Mt Rushmore Rd
Rapid City, SD 57701