ARIZONA MUSIC EDUCATORS ASSOCIATION, INC.

EXHIBITOR KIT

MESA CONVENTION CENTER
PHOENIX MARRIOTT MESA HOTEL
200 N. Centennial Way
Mesa, AZ

IN-SERVICE CONFERENCE
JANUARY 31- FEBRUARY 1, 2020
AMES IN-SERVICE CONFERENCE
EXHIBIT KIT
GENERAL INFORMATION

DATES.
January 31 - February 1, 2020 (Load-in January 30, 2020)

REGISTRATION
A registration form is included in this package, or you can register on-line at azmea.org.

LOCATION
Mesa Convention (Centennial) Center, 263 North Center Street, Mesa AZ 85211-1466

HOTEL
Phoenix Marriott Mesa, 200 N. Centennial Way, Mesa, AZ 85001 Local phone: (480) 898-8300
Out of town reservations: 1-800-228-9290

ABOUT THE CONFERENCE

WHO ATTENDS?
The In-Service Conference of the Arizona Music Educators Association is an annual event which attracts upward of 750 registered participants.

CONSTITUENT ORGANIZATION PARTICIPATION.
Within the structure of the Association are three constituent organizations which will present instructional sessions of interest and concerts within their defined fields.
• The Arizona Band and Orchestra Directors Association (ABODA)
• The Arizona Society of General Music (AzSGM)
• The Arizona Choral Educators (ACE)

Also participating in the conference are the AMEA companion organizations:
• Arizona-American String Teachers Association (ASTA)
• Arizona-American Choral Educators (AzACDA)
• Arizona Percussive Arts Society (PAS)
• ORFF

WHAT ARE THE INTERESTS OF THOSE ATTENDING?
The interests of the conference participants are quite varied. These are music teachers and administrators from throughout the state. The teaching levels range from preschool through university. There will be general music teachers, band directors, orchestra directors, handbell directors and choral directors in attendance.

TENTATIVE SCHEDULE OF EVENTS.
• For exhibitors, Thursday is a load-in day ONLY. The hall will not be open Thursday evening.
• The sessions on Friday begin at 9:00 A.M. and last through 6:00 P.M.
• The sessions on Saturday begin at 8:30 A.M. and last through 5:30 P.M.
ABOUT THE EXHIBITS

EXHIBIT HALL SCHEDULE

- Thursday, January 30:  Set-up & load-in noon - 5:00 P.M.
- Friday, January 31:  8:00 A.M. - 5:00 P.M.
- Saturday, February 1:  8:00 A.M. - 3:30 P.M.

All Exhibits must be ready before the opening of the exhibit hall on Friday morning, January 31 at 8:00 A.M.

SET-UP & TEAR DOWN

A. SET-UP TIME is Thursday, January 30, from 12 noon until 5:00 P.M.

B. The loading area for Centennial Hall is located on the east end of the building, accessed off North Centennial Way. Load-in is also available via the paved Plaza in front of Centennial Hall. No unattended parking is allowed in any loading area.

C. CLOSING TIME OF THE EXHIBIT HALL WILL BE 3:30 P.M., Saturday, February 1. Tearing down of exhibits is permitted after this time.

D. Due to fire code restrictions, move-in or move-out activities are not permitted during show hours or while attendees are on the show floor.

E. Exhibitors must park in the designated Third Place parking lot. Vehicles and/or trailers left on the grounds overnight will be required to purchase a $10.00 parking permit and are also restricted to the Third Place parking lot. This permit is obtained through our Administration Office. Please note: This service is not available more than 24 hours prior to move-in.

SHIPPING, DRAYAGE AND STORAGE

The agent for shipping, drayage and storage for the conference is CSI Expositions – Trade Shows – Conferences. (Please see enclosures.)

CONTRACT SET-UP AND TEAR DOWN

A. CSI can provide labor for the set-up and tear down of the exhibit. Should this be desired, arrangements are to be made directly. (Please see enclosures.) This service is in addition to the basic booth equipment of draped railings, covered tables, and chairs that is provided for in the registration fee.

B. The Center does not have the ability to store or receive freight deliveries prior to move in. Please direct freight carriers not to deliver prior to move-in or arrange drayage with CSI. Early arriving freight will be consigned to CSI. In like manner, all exhibit materials must be removed during move-out or consigned to the show decorator.

C. Any exhibit materials remaining at the conclusion of move-out are considered abandoned and will be disposed of.

SINGLE BOOTH SIZE AND EQUIPMENT

A. Each booth space will measure 8’ x 10’. These booths are sided by low railings with drapes and each is backed by a high rail and is draped. Both drapes are alternating blue and white panels. Side rails are blue. Tables are draped in white.

B. Each booth space is furnished with one draped, 8’ table and two folding chairs.

MULTIPLE BOOTH SPACES

Multiple booth spaces are available. These will be a desired combination of multiple 8’ x 10’ spaces, placed side-by-side. Railings will not divide these spaces. Each space ordered will be furnished with one covered table and two chairs.

FLOOR PLAN

The exhibit hall floor plan is shown on the back cover of this booklet. Requested booth spaces will be assigned according to our assignment policy.

BOOTH ASSIGNMENT POLICY

Exhibit space will be assigned by the Exhibit Chair after December 1, 2019. Assignment will be made according to the priority number based on three factors:

1. The number of years the firm has exhibited (1 point per year).
2. The number of booths requested (5 points per booth).
3. The registration postmark date (20 points for application submitted on or before November 1, 2019; 15 points until November 30, 2019). Booth applications submitted online are time-stamped by our database.

Applications received after December 1, 2019 will be honored on a first-come, first-served basis.

The AMEA will make every effort to place exhibitors together ONLY if both exhibitors make this request AND the point system justifies it.

Exhibitor-requested changes in booth assignments may be made only with the approval of each exhibitor involved and the AMEA Exhibits Chair.
CARPETING
This year, you may place orders for carpeting and padding directly with CSI, our decorator. In addition you will be able to place orders
for additional tables and chairs through CSI. CSI offers an extensive list of additional items you may wish to have in your booth. To
swap equipment (i.e. the provided table for a tall table or stools instead of chairs), you will need to call CSI to arrange those changes.
There may be an additional charge.

EXHIBITING RATES

EARLY REGISTRATION. Early registration rates apply to those applications that have been postmarked on December 1, 2019, or
earlier.

REGULAR REGISTRATION rates will be in effect for those applications postmarked December 2, 2019 or after.

RATES are as follows:

<table>
<thead>
<tr>
<th></th>
<th>EARLY REGISTRATION</th>
<th>REGULAR REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ONE SPACE, 8’ x 10’, with one covered table and 2 chairs</td>
<td>$270.00</td>
<td>$320.00</td>
</tr>
<tr>
<td>• Each ADDITIONAL SPACE as above</td>
<td>$185.00</td>
<td>$235.00</td>
</tr>
</tbody>
</table>

THE AVAILABILITY OF ELECTRICITY TO SPACES

A. Electricity is available to booths providing that it has been requested on the application form. Only 12 gauge extension cords are
allowed, which can be supplied by the Center.

B. There is an additional charge for electrical service.
   1. 0-1800 watt outlet or (15 amps and 120 volts) Earlybird rate: $60.00; Floor rate: $80.00.
   2. Extension cords - 3 wire, 25’ chord Earlybird rate: $25.00; Floor rate: $30.00
   3. 6 outlet power tap with circuit breaker Earlybird rate: $15.00; Floor rate: $20.00

C. Floor rate applies to orders placed during set-up on Thursday January 30, 2020.
D. Orders for Extension cords and power strips must include an order for electricity.

TELEPHONE SERVICE

The Center offers limited telephone service for exhibitors, subject to line availability. This service may be ordered on the application
form at the additional charges that are listed. Earlybird rate: $115.00; Floor rate $140.00.

INTERNET/LAN SERVICES

The Center has high-speed DSL available for connection to the internet. This year, WI-FI will be provided to all exhibitors as a
courtesy service from AMEA. If you desire a dedicated LAN service, please order from the “Utilities Order Form”.

TO PAY BY CREDIT CARD

To pay by credit card, supply information called for on the Exhibit Application Form. (Visa and MasterCard only.) Those who use our
on-line registration (www.azmea.org) will be able to pay by credit from the web-site.

REFUNDS

Registration fees are NOT REFUNDABLE after the expiration date of the early registration rates (December 1, 2019). Payment is
required if a cancellation is made after December 1, 2019.

CONFIRMATION OF EXHIBITS

Exhibit confirmation with booth assignments will be mailed in the first week of December 2019.

SECURITY

The Exhibit Hall will be locked at the close of exhibits each day. Only authorized city personnel will be permitted in the building.

SIGNAGE

Directions to the exhibit area will be clearly marked with signs. Each booth will be provided with a 7” x 44” sign.

BEING A “GOOD NEIGHBOR” IN THE EXHIBIT AREA.

In fairness to all exhibitors, the following guidelines must be adhered to.

A. No perpendicular obstruction 8’ or more in height may extend forward more than 50% of the booth space and none over 48” in
   height may extend to the front of the booth space.
B. No product or goods may spill over and out of the booth or be placed in the aisle.

C. Excessive noise is not allowable.

**FAX AND COPY SERVICES**

A. The Center offers fax service, Monday through Friday, 8:00 a.m. to 5:00 p.m. The fax unit is housed in the Administration Office located in the Rendezvous Center.

B. There is a charge of $2 for the first page and $1 per each additional page to send a fax.

C. There is a $1 per page fee to receive a fax.

D. Document reproduction is available in the Administration Office at $.20 per copy, Monday through Friday, 8:00 A.M.-5:00 P.M.

E. The Center’s fax number is (480) 644-2617.

**TEMPORARY SALES TAX/BUSINESS LICENSES.**

The Licensee and their exhibitors shall be required to comply with and acquire any and all applicable federal, state and/or municipal permits or licenses for doing business within the State of Arizona and City of Mesa. For information regarding temporary sales tax or business licenses in the State of Arizona, contact the City of Mesa Tax and Licensing Dept at (480) 644-2316.

**DECORATIONS/CLEANING AND PROTECTION OF BUILDING FURNISHINGS, EQUIPMENT AND FINISHES.**

A. Decorations are not permitted on ceilings, painted surfaces, columns, fabric, decorative walls or fire sprinklers. All decorative materials must be flameproof in accordance with Fire Regulations. No adhesive backed decals, signs, etc. are allowed on or permitted to be given out on the premises.

B. Any type of tape to be applied to the floor (including any brand of double-faced carpet tape) must be approved in advance by the Event Coordinator. Licensee is forewarned that many brands of double-faced tape do not come off the floor and the cost for clean up will be billed to the Licensee.

C. Following the close of the event, the Licensee must remove all decorations and tape. Any decorations or tape remaining from the event will be removed by the Center staff at the prevailing labor rate.

D. Under no circumstances may Licensee staple decorations onto any tables owned by the Center.

E. Any damage to walls, floors, windows, or any other surface or furnishings due to decorations will be charged to the exhibitor.

F. No helium-filled balloons are permitted without prior approval from the Event Coordinator. Helium tanks must be on approved carts or bases. (In special circumstances, balloons that are secured to exhibit booths or architectural features may be allowed with the prior approval of the Event Coordinator.) In such an event, the Licensee will remain responsible for the cost of retrieving any stray balloons.

G. Rice, bird seed, glitter and confetti are not permitted in the facility. A cleaning service charge will be levied should such items be brought on site for an event.

H. Candles and/or open-flamed devices must be pre-approved by the Event Coordinator and must be in compliance with Fire Code.

I. Temporary Floor coverings - Carpet runners, show carpet or other temporary floor covering over permanent carpet must be approved in advance. Contact the Event Coordinator for specification of approved tapes to use when installing carpet. Double faced tape and heat tape are prohibited for direct application to permanent carpeted areas.

J. Tape removal from exhibit hall floor is the responsibility of the Licensee and their service contractor(s).

K. Facility planters and furnishings may not be removed or repositioned. Center personnel shall handle any movement of furniture for event purposes.

L. Janitorial Services – Center personnel will clean common use public areas, restrooms, meeting rooms (except when utilized as exhibit area). All other janitorial and cleaning service, beginning with the first day of move-in during show day and through final day of move out, is the responsibility of Licensee and will be billed at the prevailing rate.

**FIRE SAFETY**

A. The NFPA 101 Life Safety Code 1994 edition and 1997 Uniform Fire Code have been established as a standard for review with specific revisions and interpretations of occupancies and events at the Convention Center. Reference copies of the fire code are available through your Event Coordinator. Highlights of pertinent provisions are outlined below.

B. All drapes, curtains, table coverings, skirts, carpet or any materials used in exhibits must be flame retardant.

C. Fire hose cabinets, fire extinguishers, sprinklers, fire exit doors, route of egress and any other fire safety device must not be hidden, obstructed or otherwise disturbed.

D. All room sets and decorations must comply with City of Mesa Fire Code and are subject to inspection.
CRATE & PACKING MATERIAL STORAGE

Crates, packing material, wooden boxes and other highly combustible materials may not be stored in the building. These materials are to be placed in the charge of CSI for storage.

CONCESSIONS AND CATERING

All food, beverages, and concessions are provided and controlled exclusively by the Mesa Convention Center’s catering department. All food and beverage arrangements must be made through the Center. No food or beverage will be allowed on premises unless purchased through the Center.

FOOD SAMPLES IN EXHIBIT BOOTHS

A. Exhibitors who process or distribute food in their normal course of business and would like to distribute food samples may be allowed, provided their food samples are no larger than bite size, and the beverages are no larger than two (2) ounces.

B. An exhibitor who does not manufacture, process or distribute food as their normal course of business and would like to distribute food must purchase their food samples from the Center’s food service contractor, at retail prices, and no restriction on the size will be applied.

C. Exhibitors are prohibited from selling samples to patrons.

AUDIO-VISUAL SERVICES

Full-scale audio-visual services are provided through the Convention Center. Audio and visual equipment along with operator rates are available on request. Our clients may use off-site audio-visual providers, but there will be a labor fee of $40 per hour/$300 per day assessed to them to ensure public safety and adherence to Fire Code for their event.

ANIMALS AND PETS

Animals and pets are not permitted in the building except in conjunction with an authorized exhibit, display or performance; or as aids to the disabled. Where an animal is used in an authorized exhibit, display or performance, the animal is to remain in a properly enclosed pen or cage when not performing.

PARKING

A. The Center maintains 500 on-site parking spaces. These spaces are filled on a first come, first serve basis.

B. Motor home vehicles (RV’s) and all other over-sized vehicles may use only the Third Place parking lot. No hook-ups, water or dump facilities are available.

C. Overnight event parking of any vehicle and/or trailers requires the purchase of a $10.00 parking permit and is again restricted to the Third Place parking lot. This permit is obtained through the Convention Center Administration Office, Monday through Friday, 8:00 a.m. to 5:00 p.m.

EXHIBITOR REGISTRATION

The exhibitor registration will be at the entrance to the main hall at the front entrance on Thursday. Friday and Saturday the exhibitor headquarters will be in the Exhibit Hall. Upon arriving, each exhibitor will be presented with a packet containing two badges (per booth space) for appropriate persons, a conference schedule and information on using the Guidebook app. Additional badges will be available at the conference for $5.00 each.

VENDOR SPONSORED CONFERENCE SESSIONS

There are a limited number of vendor-sponsored sessions available at the conference. Non-sponsored session requests should utilize our session proposal form on our web-site www.azmea.org <http://www.azmea.org> . Proposals will be submitted to our constituent organizations for review and selection.

PASSPORT/DOOR PRIZE DRAWINGS

Exhibitor drawings will be held at participating exhibitors’ individual booths at the times specified by the exhibitor. Exhibitors will distribute their own drawing cards or use cards provided by AMEA if desired.

Passport drawings will be held at selected times and winners will be posted by the entrance.

HOSPITALITY SERVING AREA

There will be a hospitality/conversation area in the center of the exhibit hall for our members and exhibitors.

LOST AND FOUND

The Center assumes no responsibility for personal items, meeting room equipment or decorations left in rooms. However, the Convention Center Administration Office can be contacted at (480) 644-2178 to see if any items have been found. City policy requires the Center to turn found items over to the Materials and Supply Department and 30 days after the found date, the items will be processed for City auction according to city policy.
EXHIBITOR SERVICES AND MATERIAL HANDLING

CSI, etc. is a national trade show and exposition services contractor and will be your agent for AMEA 2020. The following link will direct you to the Exhibitor Service Kit. You will see many services and equipment that can be ordered online once you are registered for the conference at www.meetcsi.com. Once in the CSI etc. ordering system, please enter you email address. If there is anything that you require that is not listed, please contact the Exhibitor Service Department at www.meetcsi.com or 800-471-7330, and CSI will do their very best to accommodate you.

FREIGHT HANDLING AND SHIPPING INSTRUCTIONS

CSI, etc. has been designated as the official drayage contractor. The Mesa Convention Center does not have the facilities to receive and store freight. Therefore, they will not accept any convention shipments. Please follow the following instructions to assure proper handling of exhibit material.

ADVANCE SHIPMENTS

Advance shipments will be stored up to 30 days prior to show move-in, delivered to the facility, delivered to your booth, storage of empty containers during show, return of containers to your booth at close of show, moving goods to the dock, and loading onto outbound carrier. All shipments received at the warehouse after 1/28/2020, are subject to additional late shipment charges.

Shipments to arrive between 1/2/20 – 01/28/20

Company Name & Booth Number
Arizona Music Educators Association
CSI etc. c/o YRC
4802 W. Van Buren St.
Phoenix, Arizona 85043

Warehouse receiving hours are Monday-Friday 8:00AM-4:30PM (closed all major holidays). Shipments arriving outside of those hours will incur additional charges.

MATERIAL HANDLING FEES

Small Packages: Materials that weigh 30 pounds or less per shipment.
Crated: Materials that are skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.
Special Handling: Shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS and POV’s (personally owned vehicles).

<table>
<thead>
<tr>
<th>Package Type/Size</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelope</td>
<td>$15.50 each</td>
</tr>
<tr>
<td>Small Packages (50 pounds and less):</td>
<td>$77.50 per shipment</td>
</tr>
<tr>
<td>Crated or Skidde:</td>
<td>$96.50 per 100 lbs (200 lbs minimum), per shipment</td>
</tr>
<tr>
<td>Special Handling</td>
<td>$113.50 per 100 lbs (200 lbs minimum) per shipment</td>
</tr>
<tr>
<td>Return to warehouse: (surcharge)</td>
<td>$35.00 per 100 lbs ($350.00 minimum Charge)</td>
</tr>
<tr>
<td>Late Advance Warehouse/Direct Shipments (surcharge)</td>
<td>30% of actual cost or $30.00 per 100 lbs 200 lb. minimum, per shipment (surcharge)</td>
</tr>
</tbody>
</table>

(above prices subject to change without notice.)

OUTBOUND SHIPMENTS

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the CSI etc. Service Desk. Do not leave outbound Bills of Lading in your booth. Exhibitors who wish to ship outbound materials via any carrier other than the official show carrier must make arrangements with their carrier to be checked in at the CSI etc. Service Desk by the driver check-in time specified on the Show Information page. Drivers are placed in line for loading on a first come, first serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time or refuses to pick up your shipment, CSI etc. reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor’s expense.

Note: Any items left on the show floor will either be brought back to the CSI etc. warehouse and additional charges will be incurred or re-routed with CSI etc.’s designated carrier. By shipping your products to CSI etc. and/or the Mesa Convention Center, you agree to the terms and conditions outlined in the Limits of Liability section of the service kit.

TERMS & CONDITIONS

Material handling charges must be paid by credit card (see Order Summary/Payment Authorization form in Exhibitor Service Kit). All shipments, whether shipped in advance or direct to the show site, are subject to the above material handling fees. Please round up to the nearest 100 lbs when calculating weight. CSI etc. reserves the right to make adjustments to estimates made online or faxed in. Final charges for Material Handling will be based upon ACTUAL weight. Please be aware of our Payment Policy and Limits of Liability. Please reference the Exhibitor Service Kit for additional information.