Join us for MMEA's annual professional development conference! Minnesota's largest gathering of music educators features nationally-known headliners, over 40 performances, sessions from area clinicians, tons of networking, and an Exhibit Hall. Over 3,500 teachers, students, and parents visit the Exhibit Hall each year.

**Exhibit Hall and Booth Overview**

- **Exhibit Hours:** Thurs, Feb 13, 11:30am – 5pm and Fri, Feb 14, 8:30am – 5pm
- **Location:** Minneapolis Convention Center, Hall A
- **Booth size:** 10’ deep x 10’ wide. 8’ drapery backdrop, 3’ drapery side dividers, standard sign, 7” x 44”.
- **Booth price:** $625 for standard booth, $675 for premium booth, $50 discount per booth if paid by Nov 15.
- **Exhibiting organizations:** Colleges and universities, music retailers, fundraising services for school organizations, performing groups serving school music, instrument and music equipment manufacturers, travel agencies serving school groups, community youth music organizations, music publishers, music software providers, military bands, music media, and others interested in connecting with music educators, students, and parents.

**Submit Your Exhibit Hall Request**

- Review the [Exhibit Hall Layout](#) for preferred location(s).
- Submit your [2020 Exhibit Booth Request](#). Include multiple booth preferences. (Request form available on [Midwinter Clinic Exhibitors](#) page.)
- Receive contract and invoice from MMEA by email.
- Learn about the process for contracts, invoices, and booth assignments on the [Midwinter Clinic Exhibitors](#) page.
- Booth assignment priority process: MMEA Clinic Sponsors and Organizational Members get first choice of booths before opening to all exhibitors. Booths assigned on a “first come, first serve” basis according to date of 2020 Exhibit Booth Request submission.
- Questions? Email [exhibits@mmea.org](mailto:exhibits@mmea.org) or [info@mmea.org](mailto:info@mmea.org).

**Detailed Information for Exhibitors**

- **Booth Set-up:** Feb 12, 11am – 6pm, Feb 13, 8am – 11am; **Booth tear-down:** Feb 14, 5pm – 9pm
  - Driving into the Exhibit Hall during set-up and tear-down is the exclusive decision of Convention Center management. Vehicles that drive into the Exhibit Hall are allowed 30 minutes to unload, then must be removed. Moving carts are not provided by the Convention Center or MMEA.
- **Exhibit Hours and Staffing:** Exhibitors must remain open and be fully set up and staffed while the hall is open. Failure to do so may result in a fine.
- **Booth Assignment Confirmation:** MMEA will email booth number/assignment confirmation in Dec.
- **Cancellation Policy:** Prior to Nov 15, subject to a $100 service charge; after Nov. 15, subject to a $250 service charge. **No refunds will be given after January 25, 2020.**
Host Hotel: The Minneapolis Hilton, connected to the Convention Center by skyway. Discounted rates and online reservations available Oct.

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

Food Samples: Only sample sizes of your product may be distributed. Compliance with all Minneapolis and State of Minnesota food safety regulations is the responsibility of the exhibiting organization.

Ordering Services, Furniture, Advanced Shipments: Electricity, telephone and internet provided by the Convention Center or their contractors. Information emailed in Dec. Furniture including chairs and carpet plus advanced shipments managed by an expo service company. Information emailed in Dec.

Exhibitor Name Badges: All exhibitors must wear a name badge, either one provided by MMEA or from their exhibiting organization. MMEA provides a limited number of badges to each exhibitor. MMEA badges provide access to all sessions. Information emailed in Jan.

Booth Fixture Height, Other Restrictions: No furniture or display may extend beyond the booth space(s) reserved. Aisles must be kept clear. All fixtures over 4’ must be in rear portion of booth area. Booths oriented as end-cap displays must keep displays over 4’ in the center-most 10’ of the 20’ wide display.

Acceptance as an Exhibitor: MMEA reserves the right to determine whether an organization requesting space in the Exhibit Hall is appropriate for an event serving education, educators, and students.

Questions: Email Exhibitor Chair Chris Jarvis exhibits@mmea.org or contact the MMEA office 763-566-1460, info@mmea.org.

Join MMEA for the 2020 Midwinter Clinic!
Over 3,500 music educators, students, and parents

Feb 13-15, 2020
Exhibits Open Thurs afternoon, Feb 13 and all day Fri, Feb 14

mmea.org/events/midwinter-clinic
exhibits@mmea.org

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