



Louisiana Music Educators Association

Joshua Stearman, LMEA Public Relations

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LMEA Annual Professional Development Conference

November 17-21, 2022 ♦ Crowne Plaza Executive Center ♦ Baton Rouge, LA

Dear Music Industry Professional:

On behalf of the members of the Louisiana Music Educators Association, I invite you to exhibit at our 2022 Professional Development Conference. In this day of electronic communication, many companies are realizing the importance of face-to-face business practices. This Conference will offer you an opportunity to interact with our membership, both music educators and collegiate members, and the members of the Louisiana All-State Choirs, Bands, Orchestra, Guitar Ensemble, and Jazz Band.

In addition to providing our membership with innovative, useful, and educational sessions, the LMEA Board of Directors also realizes that providing access to the innovative and practical materials and services that companies like yours can offer is an integral part of a successful conference. By exhibiting, you have an opportunity to reach out to our membership and put a “face” with your product or service.

All conference activities (with the exception of some All-State rehearsals) are scheduled at the Crowne Plaza Executive Center in Baton Rouge. Commercial exhibits will be located in the **Premier One Ballroom**. We offer two conference packages for exhibitors:

- Package A – Friday, Saturday, Sunday
 - Package B – Friday, Saturday, Sunday, and Monday (\$75 for the extra day)
- ** Note:** Because of the close proximity to the concert space, we must close the exhibit space during the All-State Concerts and guest performances.

Please review the “Information and Guidelines for Commercial Exhibitors” which gives set-up and close-down times, exhibit times, booth and facility information, and other pertinent exhibitor guidelines.

Registrations and booth payments must be **RECEIVED BY** October 14, 2022 (see online contract). *Booth locations will be assigned on a first-come, first-served basis.* **Registrations submitted after Oct. 14 will incur a late fee of \$75. No refunds will be given for cancellations.**

Whether your company’s goal is to gain new customers or just to stay in contact with your current clientele, the **LMEA ANNUAL CONFERENCE** is a good investment of your time and money. If you have any questions, I can be reached by phone or email. I look forward to hearing from you.

Hope to see you in Baton Rouge!

Sincerely,

Joshua Stearman
LMEA Public Relations Chairman

2022 LMEA Professional Development Conference Information and Guidelines for Commercial Exhibitors

Conference Schedule: The conference actually begins on Thursday. However, exhibits do not open until Friday. Clinics and All-State events follow a “rolling schedule.” To help you with your planning, these are the groups of educators who will be present each day:

- **Friday, Saturday** Elementary music and choir directors are present
- **Friday – Sunday** Orchestra and jazz directors are present (will include some band directors)
- **Saturday – Monday** Band directors, guitar instructors, CNAfME (collegiates) are present

Exhibit Times: Exhibitors will be given a concert schedule upon arrival and must respect the need for quiet during these times. Exhibits will be open during the following times. Please be aware that beginning 30 minutes before any concert, there will be no playing of any instruments in any booth. The exact times will be sent to the exhibitors once the conference schedule is set.

- **Friday, November 18** 11:00 a.m. – 6:30 p.m.
- **Saturday, November 19** 8:00 a.m. – 2:00 p.m. & 4:00 – 6:00 p.m.
- **Sunday, November 20** 8:00 a.m. – 2:00 p.m.
- **Monday, November 21** 8:00 a.m. – Noon

Available Packages: There are two packages available for commercial exhibitors:

- **Package A** – Friday – Sunday
Set-up is Friday, November 18 from **8:00 a.m. until 11:00 a.m.**
Close-down is Sunday, November 20 from **2:00 p.m. until 6:00 p.m.**
One (1) booth – \$350.00 (includes ¼ page ad in conference program)
Additional booths – \$200.00 each

Optional Larger Ad:
Upgrade your ad to ½ page ad (an additional \$100)
Upgrade your ad to a full-page ad (an additional \$300)
- **Package B** – Friday – Monday (\$75 for the extra day)
Set-up is Friday, November 18 from **8:00 a.m. until 11:00 a.m.**
Close-down is Monday, November 21 from **noon until 2:00 p.m.**
One (1) booth – \$425.00 (includes ¼ page ad in conference program)
Additional booths – \$275.00 each

Optional Larger Ad:
Upgrade your ad to ½ page ad (an additional \$100)
Upgrade your ad to a full-page ad (an additional \$300)

Description of Space:

- Each space consists of an 8x8 floor space; black back and side drape; one (1) six-foot table covered in white, skirted in black; two (2) chairs and a trash can.
- *Electricity is not included in the package price.* If you require electricity, you must contact the Crowne Plaza Executive Center directly to make arrangements.
- Arrangements for drayage, additional tables, or equipment must be made directly with the Crowne Plaza Executive Center and are not the responsibility of LMEA.

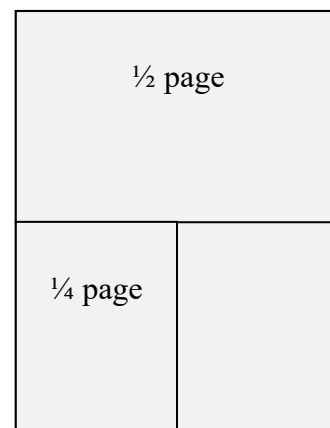
- A packet of information will be sent from the Crowne Plaza Executive Center to the contact person listed on the contract approximately one month prior to the conference.
- LMEA will provide a sign with the company name (in black and white) posted in the space.
- LMEA will provide 2 name tags per booth up to 6 for multiple booths that will list the company name. These must be worn at all times during the conference.

Booth: All booths will be located in the Premier One Ballroom and *are assigned by LMEA's Public Relations Chair once registration is completed on a first come/first served basis.*

Your booth registration includes a ¼-page ad in the conference program, a professionally printed program that will include the All-State concert programs and the conference schedule. You also have the option to purchase a larger ad, either ½ page or full page. The 2021-22 program can be found using this link: <https://www.lmeamusic.org/2021-22-conference-schedule/>

Program specs:

- Size: 8 1/2 x 11" Vertical
- Paper: 100lb Gloss Book c2S with Aqueous Coating
- Color: Full Color Throughout (Digital Heidelberg Offset Press)
- Cover Paper: Self Cover 100lb Gloss Book with Aqueous Coating
- Quantity: 2500 (available to all parents, students, and teachers attending the concerts)



Ad specs:

- Bitmap Graphics: JPEG, TIFF, or PNG. 300 dpi or higher. CMYK color.
- PDF Graphics: Embedded graphics 300 dpi or higher. All text converted to outlines/curve. CMYK color.
- Vector Graphics: Adobe Illustrator, or EPS. All text converted to outlines/curve. CMYK color.
- All ads are full color/full bleed.

Ad sizes:

- ¼ page ad: 4.25 X 5.5 vertical layout
- ½ page ad: 8.5 X 5.5 horizontal layout
- Full-page ad: 8/5 X 11 vertical layout

Deadline:

- All registration, payments and ad copy must be received by October 14, 2022. Registration is not complete until the form, payment, and ad copy is received. *Booths will be assigned by the LMEA Public Relations Chair on a first-come, first-served basis.* Note: October 14, 2022 is a hard deadline set by LMEA in conjunction with the printer. Any commercial exhibitor not meeting this deadline will be listed in the program by “name” only.

Registration and Booth Payments: Complete the online form and either pay by credit card (online) or check. If paying by check, send a copy of your registration receipt (this is an automatically generated email) with your check to Joshua Stearman, LMEA Public Relations Chair, 100 Panther Dr., Slidell, LA 70461. *Make checks payable to Louisiana Music Educators Association.*

All registration forms, payments, and ad copy must be **RECEIVED BY** October 14, 2022.

Registrations submitted or payments received after October 14 will incur a late fee of \$75. No refunds will be given for cancelations.

Hotel Information:

Crowne Plaza Executive Center - Conference hotel

4728 Constitution Ave., Baton Rouge, LA 70808, (877) 592-7757 or (225) 930-0130

Note: You will receive the Exhibitor's Conference Hotel Registration Form and information from the Crowne Plaza after your registration and payment are received. Registration and payment must be received by October 1 to be eligible for the hotel/vendor special pricing.

Embassy Suites Baton Rouge

4914 Constitution Ave., Baton Rouge, LA 70808, (225) 924-6566

Holiday Inn Baton Rouge

4848 Constitution Ave., Baton Rouge, LA 70808, (877) 834-3613

Additional Advertising Opportunity:

If you are interested advertising in the *Louisiana Musician*, the official publication of LMEA, please contact the Editor, Carolyn Herrington at carolynherrington3@gmail.com, for additional information.

Liabilities and Additional Guidelines:

- Your booth must be set up and ready to show by the opening on Friday at 11:00 a.m.
- You, your company's representatives, and all items related to your exhibit must remain within your designated floor space.
- All vendors are required to monitor their noise level and maintain a professionally courteous level.
- **Neither LMEA nor the Crowne Plaza Executive Center** is liable or responsible for your materials during the conference. The exhibit area is locked and secured during non-exhibit hours.
- Do not leave cash boxes or other money unattended in the exhibit area. **Neither LMEA nor the Crowne Plaza Executive Center** will assume responsibility.