

## Florida Music Educators' Association

# GENERAL REGULATIONS FOR EXHIBITORS Annual In-Service Professional Development Conference

### APPLICATION FOR SPACE

Applications will be online and a **non-refundable deposit** of \$100.00 for each booth paid at the time of contracting. **The final balance for all booths must be paid online or received at the FMEA Office, 402 Office Plaza, Tallahassee, Florida 32301 by November 15, 2014. If payment is not received by this deadline, a \$50 late fee will be added.** Applications submitted after November 15, 2014 must be PAID IN FULL online. **No exhibitor will be allowed to set up until all fees have been paid in full. Make checks payable to FLORIDA MUSIC EDUCATORS' ASSOCIATION and sent to 402 Office Plaza, Tallahassee, FL 32301.** Applications will be accepted after November 15, 2014 with credit card payment online. If a credit card is not accepted, the exhibitor may not attend the conference without bringing a cashier's check, cash payment or money order.

FMEA reserves the right of acceptance of all applications. Vendors failing to maintain valid contact information (mailing address and phone number) will be denied an application and/or space for exhibition.

### ASSIGNMENT OF SPACE

All exhibit space is sold on a first-come, first-served basis. Initial booth selection may be made by telephone but must be followed with a properly executed Exhibit Contract online and the above noted deposit within ten (10) working days or the booth will be placed back on the "space available" list.

### CANCELLATIONS

All cancellations must be made in writing to the FMEA Exhibit Managers [exhibits@fmeaexhibits.com](mailto:exhibits@fmeaexhibits.com). If notification is received on or before November 15, 2014 **all monies, less the non-refundable deposit of \$100.00 per booth, will be refunded. Cancellations received after November 15, 2014** will obligate the exhibitor to full payment of the booth cost and forfeiture of all monies paid. Failure to occupy booth space in no way releases the exhibitor from obligation to pay for full cost of booth(s) rental. In the event of flood, fire, strikes, riots, civil commotion, or other uncontrollable circumstances, which would render the exhibit area unfit or unavailable for use within 5 days prior to the opening date of the exhibits, 50% of the money paid, less the non-refundable deposit of \$100.00 per booth, will be refunded after conference.

### EXHIBITOR HOUSING

**EXHIBITORS WILL BE RESPONSIBLE FOR THEIR OWN HOUSING.** There is a Hotel Reservation Form in the Exhibit Packet online which gives instructions as to how to reserve your room at the FMEA rate. Send the form directly to the Westin Harbour Island Hotel for reservations. An official list of all contracted hotels will be available on the web site [www.flmusiced.org](http://www.flmusiced.org) in August.

### EXHIBITS SCHEDULE

The exhibit floor will be opened to Exhibitors at least one-half hour prior to the official opening for conference registrants. The Exhibits schedule is as follows:

|                      |    |                        |
|----------------------|----|------------------------|
| Thursday, January 15 | -- | 12:30 p.m. - 6:00 p.m. |
| Friday, January 16   | -- | 10:30 a.m. - 6:30 p.m. |
| Saturday, January 17 | -- | 9:00 a.m. - 1:00 p.m.  |

**One representative must be present in the booth at all times. All exhibitors are required to keep their exhibits open until Saturday, January 17 at 1:00 P.M.** Permission to leave or close early must be approved by the Exhibits Manager. Failure to abide by this ruling may result in a one-year suspension of exhibitor and/or company from the FMEA Clinic/Conference Exhibits.

### EXHIBITOR REGISTRATION

All **official** representatives of exhibitors must register for the FMEA Conference on the form provided.

Each exhibitor will be issued four badges per booth. Additional badges for official representatives of the exhibitor's firm may be purchased at a cost of \$5.00 each. Badges are required for admission to all FMEA sessions and are **not** transferable. **Exhibitors may not secure badges for music educators who should be registered at the FMEA registration desk.** This includes authors, clinicians, et al, who may be identified with a specific firm, **but are not attending the conference as members of the firm's staff.** Colleges may not use undergraduates to man their booths. College students must register as FCNAFME Collegiate members.

## INSTALLATION AND DISMANTLING

Installation will be from 8:00 a.m. to 6:00 p.m. on Wednesday, January 14, and 8:00 a.m. to 12:00 p.m. on Thursday, January 15. The exhibitor expressly agrees not to dismantle his exhibit nor do any packing before the stated closing time of the exhibit schedule. Goods must be crated and placed for shipment immediately following the close of exhibits at 1:00 p.m. on Saturday, January 17. FMEA is not responsible for exhibitor's display items or materials left unattended while loading.

## BOOTH SIZE, EQUIPMENT AND SERVICE

Each booth is 10' wide by 10' deep. Each booth is equipped with one 8' draped table, drapery dividers, 2 chairs and a company sign. The exhibit aisles will be carpeted, and the hall is well lighted. Other services customarily required by exhibitors will be available through the decorator at prevailing rates. Endcaps may not block booths behind them with displays wider than 10' center drape!

After we have received your Contract for Exhibit Space, you may place orders for booth carpet, extra tables and furniture rental, signs, labor, and booth clean-up with Brede Exposition Services. **All orders must be placed online at [www.bredeallied.com](http://www.bredeallied.com), password [fmeafm](http://www.bredeallied.com).** Call (407) 851-0261 for further information. **Electric, phone and computer lines** should be ordered from Tampa Convention Center (813) 274-7761. Brede will provide information directly to contracted companies when their website becomes available.

## RESTRICTIONS ON THE USE OF SPACE

All demonstrations or sales activities must be confined to the limits of the exhibit booth. No exhibitor shall reassign, sublet or share his allotted space without the knowledge and consent of the FMEA Exhibits Manager. **No exhibitor shall obtain exhibit space anywhere outside the exhibit area, including hotels in the area.** No firm or organization not assigned exhibit space will be permitted to solicit business within the exhibit area. No exhibitor is permitted to show goods other than those manufactured or dealt in by him in the regular course of business. No literature may be distributed outside the exhibit area or showcase room(s). No alcoholic beverages are permitted in the exhibit area.

The management reserves the right to censure any exhibitor whose exhibit(s), for any reason(s), is objectionable, and also to prohibit or evict any exhibitor and/or his employee(s) whose conduct is, in the opinion of the management, objectionable to, or is detracting from the general character of the exhibits as a whole. Unless the exhibitor and/or his employee(s) immediately rectifies the problem at the request of the FMEA Exhibits Manager or Executive Director, they shall be required to dismantle their exhibit and immediately leave the premises. In that event, the exhibitor and company represented shall be reviewed by the FMEA Executive Board before being permitted to exhibit again.

**The level of sound producing materials shall be kept low enough so as not to be objectionable in the sole judgment of the FMEA Exhibits Manager.** In the event of such restriction (or eviction), the management is not liable for any refunds of rentals or other expenses.

The Tampa Convention Center's contract with the in-house concessionaire states that no food or drink may be given away, however, fundraisers who deal in food items are permitted to give small bites as samples if you have completed the "Sampling/Cooking Guide". **A new "Sampling/Cooking Guide" will be provided to food fundraisers and hospitality companies to be completed and sent to the FMEA Office via fax at (850) 942-1793 or email to [val@flmusiced.org](mailto:val@flmusiced.org) no later than November 1. No coffee pots or hospitality items are allowed if you have not completed the Sampling/Cooking Guide.**

## SALES PERMITTED

Selling and taking orders are permitted on the exhibit floor subject to the Guidelines and Restrictions For Sales By Exhibitors. Exhibitors are individually responsible for obtaining at their own expense the necessary licenses and/or registering with the State of Florida for the collection and payment of sales tax.

## GUIDELINES FOR SALES BY EXHIBITORS

1. Exhibitors selling items from their booths on the exhibit floor should make sure items are:
  - a. Musically oriented or otherwise related to school music and music education or offered as services to music educators.
  - b. Regularly sold in their stores if they are retailers;
  - c. Displayed along with their other lines of musical merchandise, i.e., instruments, supplies and accessories, sheet music;
  - d. In good taste, keeping in mind that we are first and foremost a music education organization, and that you as an exhibitor will in many instances be dealing with young people.

### 2. Boutiques

These items will be permitted to be sold providing the seller meets the requirements of a-b-c & d above. Finally if you are a wholesaler, or a supplier of these items to retailers in the Tampa Bay area who may be an exhibitor at this conference, you must ask yourself if you are following ethical business practices in competing with your own customer.

### 3. Wearing Apparel

T-shirts, clothing and pins may not display the FMEA logo or words containing "FMEA or "All-State" unless prior written permission is obtained from FMEA. **The Official FMEA All-State T-Shirt may only be sold by the NAFME Collegiate organization as a fundraising venture.**

## **FIRE REGULATIONS**

No storage of empty crates or cartons is permitted in the exhibit area. No combustible decoration material shall be used at any time. All cloth decorations must be flame-proof. All materials and fluids which are inflammable are to be kept in safety containers. Open flames, butane gas, oxygen, etc. are not permitted without permission from the Convention Center, Tampa Bureau of Fire Protection and the FMEA Exhibits Manager. Exits, fire stations, and fire extinguisher equipment must not be obstructed. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs a fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular, unless the exhibitor immediately corrects the problem. Buses may incur additional charges as a result of safety requirements of the Convention Center.

## **CARE OF BUILDING AND EQUIPMENT**

Exhibitors or their agents must not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. When such damage appears, the exhibitor is liable to the owner of the property so damaged.

## **SECURITY**

FMEA will provide security guards whenever exhibits are open. However, the exhibitor is solely responsible for his own exhibit material and should insure against loss or damage. All property of an exhibitor is understood to remain in his care, custody and control in transit to or from or within the confines of the exhibit hall. It is strongly recommended that all small items be removed from exhibit tables or display areas and placed out of sight when the exhibits are closed. To achieve maximum security, all exhibitors must close their exhibits promptly and vacate the exhibit hall at closing time each day so the hall may be locked.

## **LIABILITY AND INSURANCE**

Neither FMEA, the Tampa Convention Center, the exhibition decorators, nor any of their officers, agents or representatives will be responsible for any injury, loss, or damage that may occur to the exhibitor or to the property from theft, damage by fire, accident, or any other causes whatever, but will use reasonable care to protect the exhibitors from such loss. The exhibitor, upon signing the exhibit contract, expressly releases the aforementioned from any and all claims from such loss, damage or injury. Exhibitors wishing to insure their goods must do so at their own expense.

## **REGULATIONS AND CONTRACT**

**These rules and regulations become a part of the contract between the exhibitor and the Florida Music Educators' Association, Inc.** They have been formulated for the best interests of the exhibitors. The management respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the management.

The Exhibit Contract shall be governed by and construed in accordance with the laws of the State of Florida and all action for enforcement, construction modification, termination, or otherwise shall be filed in the courts thereof.