

# College and University Exhibit Space Contract



NDMEA Conference and All-State Music Festival  
March 21-22-23, 2019 (Th-Fri-Sat)

Held at Bismarck Events Center 315 S 5th St,  
Bismarck, ND 58504 701-355-1350

Institution Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

## Exhibit Options

Please check the following options:

_____	1 - 8' x 10' booth	\$175	_____
_____	2 - 8' x 10' booths	\$275	_____
_____	3 - 8' x 10' booths	\$350	_____
_____	4 - 8' x 10' booths	\$425	_____

How many additional tables will you need? \_\_\_\_\_ x \$15 = \_\_\_\_\_  
(Each booth has 1 30" x 8' table)

Electricity is \$25. Will you need an electrical outlet? (Y or N) \_\_\_\_\_ + \$25 = \_\_\_\_\_  
(Please bring a 50' extension cord if you need power.)

Two college personnel will be allowed in **free** to the conference.  
Each additional person can attend at the low price of \$100 each.

Additional personnel: \_\_\_\_\_ x \$100 = \_\_\_\_\_

Total Amount =

**Return address for payment:**  
NDMEA c/o Lindsey Tafelmeyer  
1223 N 18<sup>th</sup> St  
Bismarck ND 58501

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## Nametags

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Nametags will be provided for each college exhibitor attending the conference. Please list below the names of all of the person(s) attending the conference. **Remember: 2 are free, extra personnel are \$100.00 each**

1. Name \_\_\_\_\_
2. Name \_\_\_\_\_
3. Name \_\_\_\_\_
4. Name \_\_\_\_\_
5. Name \_\_\_\_\_
6. Name \_\_\_\_\_
7. Name \_\_\_\_\_
8. Name \_\_\_\_\_

Do you have any special needs?

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## Payment Information

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Please make checks payable to "NDMEA" and return pages 1 & 2.

**Please sign and date this contract.**

Signature: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_

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## Important Information

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### Set-up – Thursday

Exhibitors will be allowed to set up from 8:00 AM -1:30 PM

Pull into overhead door E52 to unload. Please note that once you have off-loaded your items, the Event Center is asking you to park in lot D for the remainder of your time with us (due to another entity sharing the space).

### Exhibit Times

Thursday

1:30-5:30 PM

Friday

8:30 AM - 12:00 PM and 1:30 - 4:30 PM

### Return Address for Pp. 1-2:

NDMEA, c/o Lindsey Tafelmeyer

1223 N 18<sup>th</sup> St

Bismarck, ND 58501

### Take Down

Friday

4:30 - 8:00 PM

### Payment and Application

This application and full payment for your space will be **due by November 15<sup>th</sup>, 2018** in order for your institution to be acknowledged in the conference journal. Contracts are accepted after this date as well until February 20<sup>th</sup>, 2018.

### Refunds/Cancellations

Cancellation of exhibit space must be done by **January 1<sup>st</sup>, 2019** in order to receive a full reimbursement less a \$25 handling fee.

### Exhibit Space Includes

- ✓ 8' x 10' area
- ✓ 30" x 8' table
- ✓ piping and drape
- ✓ two chairs

### Extras

- Extra tables are \$15.00
- Electricity is \$25 (apply in advance only)

### Location

Exhibits will be located in Exhibit Hall B.