



**Montana State Music Teachers Association
Exhibitor/Vendor Form**



Welcome to Montana State Music Teachers Association (MSMTA) Exhibitor Opportunities! Registration forms must be accompanied by cash, check, or receipt from our website—msmta.com—for the full payment amount to complete this application. If space is full, you will be notified and your fee will be returned. For questions regarding arrangement and space availability, contact Exhibitions Chair Laura Detrick: msmta8@gmail.com. Registrations are due by **Friday, September 30, 2023**.

Business / Organization Name: _____

Name for Conference Booklet (if different): _____

Contact Person: _____ Email Address: _____

Website: _____ Phone Number: _____

Mailing Address: _____

Advertising Options

Exhibitors are listed in the printed Conference Booklet distributed to all attendees. Additional advertising and sponsorship options are each available for a fee. More information about these options can be found at msmta.com.

Included in the fee: 8' table, two chairs, table skirt, WiFi, electricity

<u>Item</u>	<u>Price Each</u>	<u>Qty</u>	<u>Amount</u>
Booth Space with one 8' Table	\$75	_____	_____
		Total	_____

For questions regarding payment, invoicing, etc., contact MSMTA Treasurer Carla Bell: msmta6@gmail.com. Application due by **Friday, September 30, 2023**.

Exhibitor Contract: I, the undersigned, have completed this form and read the accompanying information sheet. I understand all fees are not refundable for any reason unless space is not available, and additional requests not included on this form will not be honored during the Conference. I understand that I am solely responsible for any and all tax responsibility on financial transactions with my business or organization. I agree that neither the Conference location nor Montana State Music Teachers Association are responsible for loss, theft or damage to exhibitor property and forever exempt them from any loss, damage, liability or expense associated with the event. I grant MSMTA permission to take photos/videos of me, my exhibit, and those associated with my exhibit, to be used in MSMTA publications, website, web media for professional and educational purposes.

Representative Signature: _____

Mail Form with payment to: MSMTA, Laura Detrick, 1108 3rd Ave No, Great Falls, MT
Online payment available at msmta.com/sponsors--exhibitors

Total Payment (or Proof of Payment) Enclosed \$ _____



**2023 MSMTA *Creative Connections*
Fall Conference and Competitions
Hilton Garden Inn, Kalispell, MT
Thu-Sat, November 2-4, 2023**



EXHIBITOR INFORMATION

Deadline for submitting exhibitor registration form: **Friday, September 30, 2023.**

Scheduling

The Exhibit Hall is open Thursday & Friday, 8:30am - 5:00pm, and Saturday, 8:30am - 12:30pm. It is available to all attendees and the general public. The Exhibit Hall space is in a spacious area so attendees can browse during the day and during specific exhibit hall break times that are included in the Conference schedule.

Exhibitor Fees

The Exhibitor fee includes a standard booth space, one 8' table, two chairs, tablecloths, WiFi, electricity, a free listing in the printed Conference booklet, and an invitation to the Friday evening recital. Additional tables may be ordered on the registration form but cannot be added after the Exhibitor Registration deadline. Exhibitor booth spaces are available on a first-come, first-served basis.

Hotel Information

All Thursday and Friday Conference events take place at the hotel. Exhibitors are responsible for their own hotel reservations and may use the reduced Conference rate if rooms are available. For reservations: Hilton Garden Inn, Kalispell Group Code: MUSICT

Setup and Take Down

For set-up, hotel staff can direct you to the Exhibits Hall. Availability for moving materials: Wednesday 7:30pm - 9:30pm; Thursday 7:00am; Friday 6:00pm - 8:00pm; Saturday 10:30am - 2:00pm. Exhibitors are responsible for moving and situating all their own materials. All exhibits must be completely ready by 10:00 AM on Thursday, November 2. We expect exhibits to be available throughout the conference. Saturday's schedule includes the General Business Session and Masterclass.

Conference Attendance and Meals

Conference participation and meals are not included in Exhibitor registration but may still be purchased in advance before the Conference registration deadline on **September 30, 2023**. One-day only registration is also available. See **msmta.com** for more information. Ticket for the Conference Awards Banquet, Thursday, November 2, is available at **msmta.com/conference-registration**.

If you have questions or would like to check space availability, please contact us by emailing the Laura Detrick at msmta8@gmail.com.