



GEORGIA MUSIC EDUCATORS ASSOCIATION  
All State Exhibitor Letter

August 15, 2010

GMEA will once again this year offer exhibit space to colleges, universities, music camps and military music organizations during our Choral, Band and Orchestra All State events. We are offering exhibit space as outlined in the accompanying document on the GMEA website to you at each of our All State events. These events will be held, as they are each year, at the Savannah Civic Center in Savannah, Georgia. The Choral event will be held February 24-26, 2011 and the Band/Orchestra event will be held March 3-5, 2011.

The exhibits will be open during the following hours for each event:

**Choral:**

Friday, February 25<sup>th</sup>

11:30am – 1:30pm

4:00pm – 7:00pm

Saturday, February 26<sup>th</sup>

9:00am – 2:30pm

**Band/Orchestra:**

Friday, March 4<sup>th</sup>

11:30am – 1:30pm

4:30pm – 7:30pm

Saturday, March 5<sup>th</sup>

9:00am – 2:00pm

You are free to be at your table at other times, but the students will be in rehearsal. You may set up your display beginning at 9:00 AM on Friday of each week. Please do not begin set up before this time. You will have a table that has been assigned to you. Please look for the sign on your table.

The cost for this space will be \$200 per event. You may choose to attend either or both events as your needs dictate. Proceeds from the sale of space will be put into a special fund to be used for special projects for future all state events, such as the commissioning of works to be performed and the employment of professional artists when needed.

Please review the accompanying materials on the GMEA website and respond if you choose to exhibit at either or both of these events by returning the application to exhibit along with your check or credit card information. Please note that we are limited to fourteen exhibitors per weekend and will award space based on the postmark date of the returned application, with preference being given to Georgia Exhibitors.

We hope this service will prove to be beneficial to you and look forward to your reply.

Kindest regards,

Cecil Wilder, Executive Director

# GEORGIA MUSIC EDUCATORS ASSOCIATION

## General Exhibit Policies

- **Assignment of booth space:** GMEA reserves the right to make variation in the assignment system and/or relocate previously assigned space
- **Terms of payment and Refund Policy:** Any space not claimed and unoccupied by 11:30 am Friday morning of either event may be reassigned by GMEA without refund of rental paid. Exhibit display cannot be opened unless fee is paid in full.
- **Exhibit Facilities:** The exhibits will be located in the Savannah Civic Center Lobby. GMEA will provide a table and two chairs for each exhibitor. GMEA is not responsible for your literature or materials during the event. Please note that no music and no electronic or televised displays are allowed. Following these policies is crucial to the success of the event for everyone concerned.
- **Care of Exhibit Space and Property:** The exhibitor must surrender his display space in the same condition as it was when he occupied it. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Application of promotional gummed stickers or labels is strictly prohibited. Anything in connection therewith necessary or proper for the protection of the building, equipment or furniture will be at the expense of the exhibitor.
- **Show Cancellation:** In case the facilities shall be destroyed by fire, or the elements, or by any other cause, or if any other circumstances shall make it impossible for GMEA to permit the contracted space to be occupied by the exhibitor, this lease shall terminate and the exhibitor shall waive claim for damages or compensation except to request return of the amount paid for the space less 33.3% for the initial cost and promotion.
- **Operations/Restrictions:** All business and demonstrations shall be confined to the exhibitor's own booth. No music and no electronic or televised displays are allowed and no electricity will be provided at any booth space. If for any reason, an exhibit or its contents are deemed objectionable by GMEA, the exhibit will be subject to removal. In the event such an eviction or restriction is enforced, GMEA will not be liable for refunding rental fees or funds for exhibit equipment rental, except at its own discretion. Exhibitor agrees that GMEA may substitute actual space assigned to exhibitor if necessary. Persons not having assigned booth space will not be allowed to transact business in the exhibit hall. Violators of this policy will be removed from the exhibit hall and will not be allowed to exhibit in subsequent years.
- **Liability and Indemnification:** Exhibitor agrees to protect, save and keep the Georgia Music Educators Association, Inc. and the Savannah Civic Center forever harmless from any damage or charges for violation of any law or ordinance whether occasioned by the negligence of the exhibitor or those holding under the exhibitor as well as to strictly comply with the applicable terms and conditions contained in the agreement between the Savannah Civic Center and the Georgia Music Educators Association, Inc. regarding the exhibition premises; and further exhibitors shall at all times protect, indemnify and keep harmless Georgia Music Educators Association, Inc. and the Savannah Civic Center against and from any and all loss, cost, damage, liability, or expense arising from or out of by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees, and business invites which arises from or out of by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.
- **Amendments:** These rules and regulations are to be construed as part of all space contracts. GMEA reserves the right to interpret them as well as to make final decisions on all points the rules and regulations do not cover. These rules and regulations do not cover. These rules and regulations may be amended at any time by GMEA and will be equally binding to all parties affected. Written notice of any such amendments will be forwarded to exhibiting firms.

**GEORGIA MUSIC EDUCATORS ASSOCIATION**  
**Application to Exhibit at**  
**2011 GMEA All State Events**

Postmark Date (Office Only): \_\_\_\_\_ Total Fees Enclosed: \_\_\_\_\_  
 (\$200.00 per weekend)

We, the undersigned, hereby make application for exhibit space as indicated below. We have read and agree to comply with the General Exhibit Policies. Payment in full must accompany this contract. Space will be available on a "first come, first served, basis" only. Space assignment will be made based on postmark date with preference being given to Georgia Exhibitors. The maximum number of exhibit tables which can be accommodated is fourteen. In order to secure space for the 2011 All State events, return this application and payment to GMEA at the address at the bottom of this page no later than February 8, 2011.

**Please Print or Type:**

\_\_\_\_\_  
 Name of College/University, music camp or military organization

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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

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

**Please check the All State Event(s) you are requesting to attend:**

|   |  |
|---|--|
| <input type="checkbox"/> All State Chorus<br>(February 24-26, 2011) | <input type="checkbox"/> All State Band/Orchestra<br>(March 3-5, 2011) |
| Names of individuals staffing exhibit space:                        | Names of individuals staffing exhibit space:                           |
| 1.  | 1.   |
| 2.  | 2.   |

**Indemnifying Clause:** Exhibitor agrees to protect, save and keep the Georgia Music Educators Association, Inc. and the Savannah Civic Center forever harmless from any damage or charges for violation of any law or ordinance whether occasioned by the negligence of the exhibitor or those holding under the exhibitor as well as to strictly comply with the applicable terms and conditions contained in the agreement between the Savannah Civic Center and the Georgia Music Educators Association, Inc. regarding the exhibition premises; and further exhibitors shall at all times protect, indemnify and keep harmless Georgia Music Educators Association, Inc. and the Savannah Civic Center against and from any and all loss, cost damage, liability, or expense arising from or out of by reason of any accident or other occurrence to anyone, including the exhibitor, it's agents, employees, and business invites which arises from or out of by reason said exhibitor's occupancy and use of the exhibition premises or a part thereof.

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

**GMEA**  
**218 Willis Drive**  
**Stockbridge, GA 30281**

**GMEA accepted forms of payment: check/credit card**  
**GMEA DOES NOT ACCEPT PURCHASE ORDERS**

# CREDIT CARD AUTHORIZATION FORM

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## Credit Card Information

Visa      MasterCard      Discover

Cardholder Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Event: \_\_\_\_\_ Division: \_\_\_\_\_ District: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ VCode or Authorization Code: \_\_\_\_\_

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

\_\_\_\_\_

**(Address where monthly credit card statements are received)**

Email: \_\_\_\_\_ Amount Charged: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**(Associated with credit card)**

Being the cardholder or Corporate Officer, by signing below I understand and agree to the terms set forth in this agreement, agree to pay, and specifically authorize to charge my credit card, for the services provided. I further agree that in the event my credit card becomes invalid, I will provide a new valid credit card upon request, to be charged for the payment of any outstanding balances owed. I furthermore confirm that I have received all services and goods to satisfactory conditions.

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

Printed Name: \_\_\_\_\_

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

**GMEA FAX NUMBER 678-289-9250**

## **Please Imprint Card**

**(Place your card under the paper and using a pencil shade in the area to imprint)**