

# Arkansas Bandmasters Association



**Prissy Buchanan, Administrative Advisor**

8207 Williamsburg - Fort Smith, AR 72903

479.459.3119 – [prissyret@gmail.com](mailto:prissyret@gmail.com)

Dear ABA Exhibitor,

It's that time of year again to prepare for the 2017 summer Arkansas Bandmasters Association Convention. Once again, we are doing things electronically. All you have to do is send your info to me by e-mail and we are on our way. Click [www.asboa.org](http://www.asboa.org) and follow the link. Unfortunately, you must still send payments by snail mail.

This summer's convention will be in the Little Rock DoubleTree Hotel and newly renovated Robinson Center! The dates are July 26-29. Housing info will also be available through the link from [www.asboa.org](http://www.asboa.org). Once again our format is set to try to offer you more accessibility to our members. This means you will set up from 8:00 a.m.-1:30 p.m. on Thursday (July 27). Exhibits will then be open from 1:30-4:30 p.m. on Thursday (July 27), and again 9:00-11:50 a.m. & 1:30-4:30 p.m. on Friday (July 28). Tear down time is after 4:30 p.m. on Friday. There is no Saturday exhibit time.

As soon as you receive this information, fill it out and return to me to insure your choice of booths. Assignments to booths will be done on a first received, FIRST PAID basis. Sunbelt Convention Services will be handling the set-up, carpet, draping, outlets, tables, chairs, etc. As soon as I hear from you I will turn your name over to them. They, in turn, will be in contact with you pertaining to your individual needs. Sunbelt is the same company that has worked with us for years. I think you will find them to be very professional and enthusiastic in serving us. The only part that I will actually handle will be signing up, outlets and advertising. After you receive this, if you have questions feel free to call, e-mail or FAX me. This information will go to the printer on **June 5**. To insure your inclusion in the official program, all information must be in my hands by then.

As a reminder, once you pay your booth fee you are a part of the convention and are invited to be a part of any or all activities at no extra cost. The only exception to this is the Phi Beta Mu breakfast meeting. You must pay for this if you are a member of the organization. Also, the annual Golf Blow-out will be on Wednesday, July 26. Information for this is also on the link.

I look forward to hearing from each of you, working with each of you and seeing you at ABA. Thanks so much for your continued support of ABA.

Sincerely,

prissy Buchanan

CELL PHONE: 479-459-3119

e-mail: [prissyret@gmail.com](mailto:prissyret@gmail.com)

**ARKANSAS BANDMASTERS ASSOCIATION  
2017 CONFERENCE WORKSHOP  
July 26 – 29, 2017 EXHIBIT  
REQUEST FORM**

\_\_\_\_\_/\_\_\_\_\_  
Name of Firm / Official Contact Person

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Mailing Address / City / State / ZIP Code

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Officials who need name tags for the convention

\_\_\_\_\_/\_\_\_\_\_  
e-mail address / Phone Number

Each 8x10 booth will be outfitted with 1 skirted table, 2 chairs and a sign. You will be contacted by Sunbelt Convention Services about any other needs such as carpet, extra tables, chairs, etc.

Booth choices: (floor plan is attached)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**BOOTH PRICES:**

- 1 BOOTH-----\$300.00
- 2 BOOTHS-----\$550.00
- 3 BOOTHS-----\$800.00
- 4 BOOTHS-----\$1050.00
- 5 BOOTHS-----\$1300.00
- 6 BOOTHS-----\$1550.00
- 7 BOOTHS-----\$1800.00
- 8 BOOTHS-----\$2050.00

**ELECTRICAL OUTLETS \$40.00**

YES \_\_\_\_\_ NO \_\_\_\_\_ HOW MANY \_\_\_\_\_

**PROGRAM GOES TO THE PRINTER  
ON JUNE 5. TO BE INCLUDED IN IT  
I MUST HAVE YOUR PAPERWORK  
BY JUNE 5!!!**

Amount for Booths	\$
Amount for Outlets	\$
Amount for Ad	\$
<b>TOTAL</b>	<b>\$</b>

Fill out the form online – mail checks to:

**prissy Buchanan  
8207 Williamsburg  
Ft. Smith, AR 72903**

**FIRST PAID – FIRST CHOICE!!!**

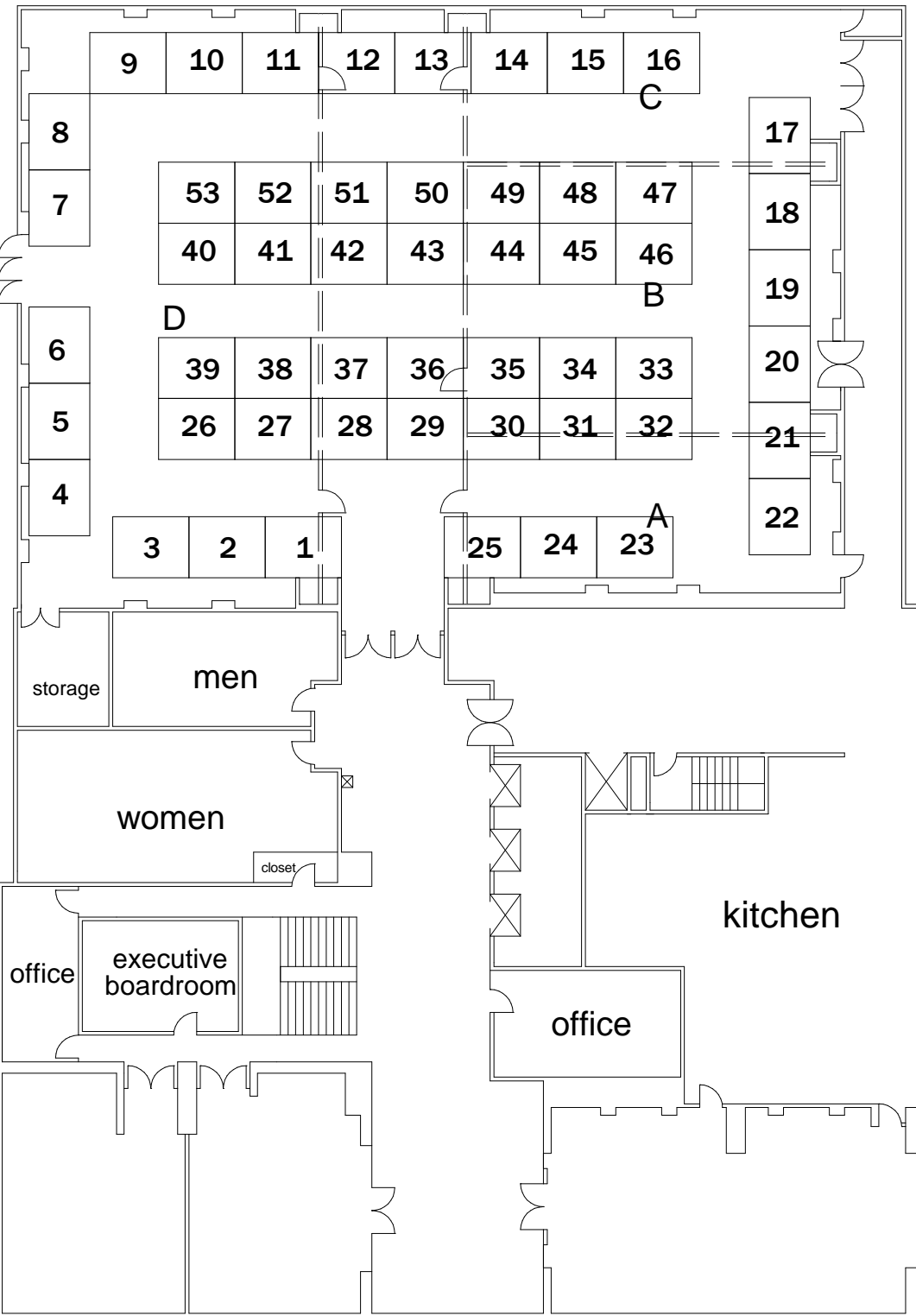
Cell Phone: 479-459-3119

e-mail: [prissyret@gmail.com](mailto:prissyret@gmail.com)



# sunbelt convention services

GRAND BALLROOM



RIVERSIDE EAST / WEST

PALISADES

**Ar Bandmasters**  
doubletree hotel  
grand ballroom a - d  
palisades  
riverside  
July 27-28, 2017  
booth  
floor; carpet ceiling 10'-12'  
sunbelt autocad rev 4/24/17

