

Arkansas Music Conference – All-State Clinic

February 14-17, 2018

Hot Springs Convention Center

- All booths are 10' x 10' with the following items furnished:
 - One 6' skirted table
 - Two metal folding chairs
 - 1 Vendor Identification Sign (custom)
 - 8' high back drape, 3' high side drape
- Very convenient, accessible loading and unloading
- Free parking is available in many areas around the Convention Center.

▪ Exhibitor Set-up	Wednesday 2/14	1:30 pm – 7:00 pm
	Thursday 2/15	7:00 am – 8:30 am

▪ Exhibit Hours	Thursday 2/15	8:30 am – 5:30 pm
	Friday 2/16	8:00 am – 4:30 pm

- Mail exhibit requests and payment to:
 - Julia Reynolds
 - ASBOA/Arkansas Music Conference
 - PO Box 2024
 - Russellville, AR 72801

Work: 479.498.6059 Fax: 479.498.6063

julia.reynolds@atu.edu

- Electricity, telephone, and internet access requests should be made **directly** to the **Hot Springs Convention Center** on the enclosed forms. **Please** send request & payment directly to Hot Springs CC.
- Additional booth needs (extra tables, chairs, carpet, etc.) will be contracted **directly** through **Sunbelt Convention Services**. To expedite the paperwork on these needs, please request an Exhibitor Packet by emailing or calling Sunbelt: CONTACT - Tim Glasscock; PH - 501.244.9955; EMAIL - sunbelt4u@gmail.com; FAX - 501.244.9995
- Arrangements for sending materials in advance will be made **directly with Sunbelt Convention Services** – information is included in their above mentioned Exhibitor Packet. Please do not send items directly to the Hot Springs Convention Center.
- Thank you for your continued support of music in Arkansas. We look forward to working with you this year.

Julia Reynolds

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EXHIBIT REQUEST

Company			
Contact			
Position			
Address			
City			
State		Zip	
Business Phone		Fax	
Email			
Mobile	<i>Not to be published, for our office use only</i>		
Web Page			
List first and last names for exhibitor badges	1	7	
	2	8	
	3	9	
	4	10	
	5	11	
	6	12	

- **Prices:** One booth - \$300.00
 Each additional booth - \$250.00

All exhibitors must PAY before they can DISPLAY. A Purchase Order will be accepted to secure your booths, but payment must be received before February 3, 2018. Credit Cards are accepted if user is willing to incur usage fees. Please request a credit card specific invoice that will link you to Sqaure and allow you to pay with any major credit card.

- Number of booths requested _____
- Total amount enclosed _____
 (Payable to AR Music Conference)

Please fax a copy of this request to 479.498.6063 and send payment with this form to:
 Julia Reynolds, 6227 Tech Lane, Russellville, AR 72801

- List your first six choices for booth space –
- | | |
|------------------------------|------------------------------|
| 1 st choice _____ | 4 th choice _____ |
| 2 nd choice _____ | 5 th choice _____ |
| 3 rd choice _____ | 6 th choice _____ |

Requests are honored according to availability, and on a first come, first paid (official Purchase Order accepted), first served basis.

Office Use Only

Date PW Received		Date \$\$ Received		DB		CWBA	
Number of Booths		Booth Assignment					
Amount		PO #	Check #				

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Program Advertisement Information

Company _____

Our conference program includes advertisements. If interested, please indicate your choice below.

_____ *Back cover - \$400 (7.5" x 10")

_____ *Inside front or inside back - \$300 (7.5" x 10")

**First-come, first-served basis*

_____ Full page within program - \$200 (7.5" x 10")

_____ Half page - \$125 (7.5" x 5" landscape orientation)

_____ Quarter page - \$75 (3.75" x 5" portrait orientation)

**DEADLINE FOR SUBMISSION
OF COPY and MONEY
JANUARY 9, 2018**

Return this form with payment or Purchase Order to
Julia Reynolds
PO Box 2024
Russellville, AR 72801
or fax to 479.498.6063

Please submit ad information electronically.

Exhibit Hall C Layout

Loading Docks – Hall C

15	16	43	44	71	72
14	17	42	45	70	73
13	18	41	46	69	74
12	19	40	47	68	75
11	20	39	48	67	76
10	21	38	49	66	77
9					78
8	22	37	50	65	79
7	23	36	51	64	80
6	24	35	52	63	81
5	25	34	53	62	82
4	26	33	54	61	83
3	27	32	55	60	84
2	28	31	56	59	85
1	29	30	57	58	86
Entrance of Conference Attendees					
Hall D, Summit Arena, Embassy		Main Walkway		Hall A, Horner, Hotel Hot Springs	
←				→	



Electric, Phone & Plumbing Order Form

Hot Springs Convention Center

All advanced orders must be received seven (7) days prior to move-in for advance rates.

Event name: AR Band & Choral Groups Date(s) of event: 02/14/18 - 02/17/18

Company name: _____ Email Address: _____

Contact name: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Service cannot be supplied until order form and payment are received.

Rates quoted below cover only the bringing of service to the booth and do not include wiring. The Hot Springs Convention Center does not stock receptacles for any electrical connection above a standard 20 amp, 110 volt outlet. Additional charge will be made if receptacles are not provided by the exhibitor. Under no circumstances shall anyone other than "center personnel" make electrical connections. Easy access to utility service panels must be provided at all times. Center personnel are authorized to cut floor coverings to obtain access to floor electrical boxes.

Rates are subject to change without notice

No helium or light gas filled balloons are permitted in the Hot Springs Convention Center.

No open flames are allowed in the Hot Springs Convention Center (candles must be completely enclosed in a glass globe).

-Prices listed on this page are PER EVENT unless marked differently.-

QUANTITY	AMPERE	Volts & Phase	Advance Order	Floor Order	AMOUNT
	20 amps	125 Volts (standard outlet)	\$30.00	\$60.00	\$
	20 amps	208 Volt Single Phase	\$60.00	\$120.00	\$
	20 amps	208 Volt Three Phase	\$80.00	\$160.00	\$
	30 amps	208 Volt Single Phase	\$70.00	\$140.00	\$
	30 amps	208 Volt Three Phase	\$90.00	\$180.00	\$
	50 amps	208 Volt Single Phase	\$120.00	\$240.00	\$
	50 amps	208 Volt Three Phase	\$140.00	\$280.00	\$
	100 amps	208 Volt Single or Three Phase	\$250.00	\$500.00	\$
	Power Strip	INCLUDES TAX	\$7.74	\$15.47	\$
					\$
	High Speed Internet Access (Synchronous Broadband)		\$200.00	\$400.00	\$
	Water hook up		\$40.00	\$80.00	\$
	Compressed air		\$50.00	\$100.00	\$
TOTAL					\$

Visa, Mastercard, American Express and Discover welcome.

Visa/MSC/Am Exp/DSC #: _____ Expiration date: _____

Signature: _____

Printed Name _____

Please make checks payable to: Hot Springs Convention Center
 Mail Checks to the Event Coordinator as follows: Attn: Kelli Withers
 Hot Springs Convention Center, 134 Convention Blvd., Hot Springs, AR 71901
 Phone 501.321.2835 * Fax 501.620.5000

**Hot Springs Hotels
With Arkansas Music Conference Rates**

Arlington Hotel	501.623.7771	Single – Quad – \$123.00
Hot Springs Hotel	800.844.7275	Single – Quad \$119.00 - \$149.00
Clarion Resort on the Lake	800.432.5145	Single – Quad – \$90.00
Comfort Inn & Suites	501.623.1700	Single – Quad – \$116.00
Comfort Suites	501.624.3800	Single & Double – \$119.00
Embassy Suites Hotel	800.362.2779	Single – Quad – \$172.00
Hampton Inn	501.525.7000	Single – Quad – \$160.00
Holiday Inn Express	501.463.5600	Single – Quad – \$129.99
Staybridge Suites	501.525.6500	Single – Quad – \$119.99