

# Arkansas Bandmasters Association



**Prissy Buchanan, Administrative Advisor**

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Dear ABA Exhibitor,

It's that time of year again to prepare for the 2023 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 DoubleTree Hotel and the adjacent Robinson Center! The dates are July 26-29, 2023. 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. Because of your input, we again are adjusting the times for exhibits being open to our membership - no decrease in the amount of time, just a shift in the schedule. Exhibits will be open on Thursday, July 27 at 9:35 am, immediately following the opening keynote address! This means you will set up from 1:30-7:00 pm on Wednesday (July 26) and/or Thursday (July 27) from 8:00-9:30 am. Exhibits will then be open Thursday from 9:35 am-12:30 pm and 1:30-4:30 pm; again on Friday (28) from 9:00 am- Noon . Tear down time is any time after Noon on Friday. There is no Friday afternoon or 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 or e-mail me. This information will go to the printer on **June 19**. 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 28. 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

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# ARKANSAS BANDMASTERS ASSOCIATION 2023 CONFERENCE WORKSHOP

*July 26-29, 2023*



Name of Firm		Official Contact Person	
Mailing Address		City	State
<i>Officials who need Name Badges for the Convention</i>			
1		3	
2		4	
Email		Phone	
<i>Each 8x10 booth will be outfitted with 1 skirted table, 2 chairs and a sign. You will be contacted by Sunbelt Convention Services about other needs such as carpet, extra tables, chairs, etc.</i>			
Booth choices (floor plan attached)			
1	2	3	4
<b>BOOTH PRICES:</b> 1 <sup>st</sup> Booth.....\$350.00 Each additional booth.....\$300.00		ELECTRICAL OUTLETS.....\$50.00  YES                      NO  HOW MANY	

## ADVERTISING – OFFICIAL PROGRAM 2023

Name of Firm			Contact for Ad		
	<i>PRICE</i>	<i>Check to select</i>		<i>PRICE</i>	<i>Check to select</i>
Inside Front Cover	\$300.00		One full page	\$200.00	
Inside Back Cover	\$300.00		One half page	\$125.00	
Back Cover	\$400.00		One quarter page	\$75.00	

***All copy and materials due by June 19!!!***

Amount for Booths	\$	Please complete this form online, email (or mail) completed form to prissy Buchanan
Amount for Outlets	\$	
Amount for Ad	\$	
<b>TOTAL</b>	\$	

**To Contact prissy:**  
 CELL – 479-459-3119 Email – [prissyret@gmail.com](mailto:prissyret@gmail.com)  
**mail checks to:**  
 prissy Buchanan  
 8207 Williamsburg  
 Fort Smith, AR 72903

**Thank you for your continued support of music *education*  
 in Arkansas!!**

# GRAND BALLROOM



Ar Bandmsters  
 Doubletree Hotel  
 Grand Ballroom A - D  
 July 27-28 2023  
 53 - 8'x10' booths  
 floor; carpet ceiling 10'-12'  
 sunbelt autocad rev 4/13/23

