

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 2025 summer Arkansas Bandmasters Association Convention. Please join us for the **51st ABA!!** 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 and follow the link to the Arkansas Bandmasters section. You send payments by snail mail or pay by a credit card through the ASBOA payment portal.

This summer's convention will be in the Fort Smith Convention Center and adjacent Wyndham Hotel. The dates are July 30-August 2, 2025. Housing info will also be available through the link from 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 31 at 9:35 am, immediately following the opening keynote address! This means you will set up from 2:00-7:00 pm on Wednesday (July 30) and/or Thursday (July 31) 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 (August 1) 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, please fill it out and return to me to insure your choice of booths. Assignments to booths will be made on a first received, FIRST PAID basis. Sunbelt Convention Services will be handling the set-up, carpet, draping, booth signs, additional tables, chairs, etc. As soon as I hear from you I will send you the Sunbelt vendor kit so that you may contact them directly for your additional booth 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 items that I will actually handle are your registration, electrical outlets for your booth, and advertisement in the convention program. After you receive this information, please feel free to contact me by phone or e-mail if you have questions. This information will go to the printer on **June 23**. 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 30. 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

ARKANSAS BANDMASTERS ASSOCIATION 2024 CONFERENCE

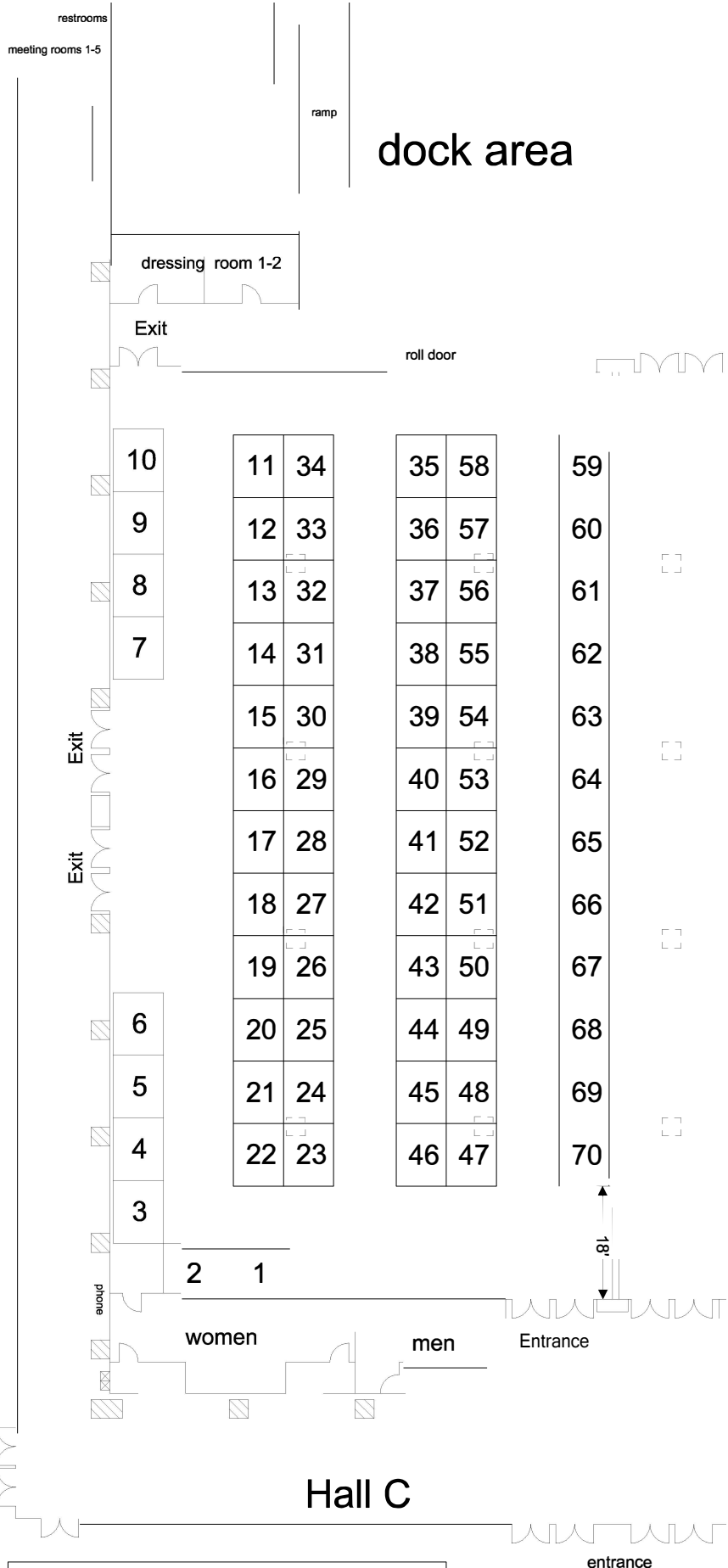
July 30-August 2



Name of Firm			Official Contact Person		
Mailing Address		City	State	Zip	
<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 and 2 chairs. When I receive your exhibit request, I will send you a Sunbelt Convention Services Vendor Kit so you may order any other needs such as carpet, a booth sign (if needed), extra tables, chairs, etc.</i>					
Booth choices (floor plan attached)					
1	2	3	4		
BOOTH PRICES: 1 st Booth \$350.00 Each additional booth \$300.00			ELECTRICAL OUTLETS.....\$50.00 YES NO HOW MANY		
<h2 style="margin: 0;">ADVERTISING – OFFICIAL PROGRAM 2025</h2>					
Name of Firm			Contact for Ad		
	PRICE	Check to select		PRICE	Check to select
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	
<i>All copy and materials due by June 23!!!</i>					
Amount for Booths	\$	<i>Please complete this form online, email (or mail) completed form to prissy Buchanan</i>			
Amount for Outlets	\$				
Amount for Ad	\$				
TOTAL	\$				

To Contact prissy:
 CELL – 479-459-3119 Email – 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!!



Arkansas Bandmasters
Ft Smith Convention Center/ Hall
C July 30-August 2, 2025
70 - 8 x 10 booths

floor; concrete ceiling 25'-35'
sunbelt autocad rev 4/19/24

