

Dear «Exhibitor»,

We would like to invite you to be an exhibitor at the 2018 MEA-MFT Educator Conference. The conference will be October 18 & 19, 2018 in Billings. The exhibit hall will be located at Skyview High School Gym.

If you have any questions about our exhibit booths please contact Jami Wood at [Jwood@mea-mft.org](mailto:Jwood@mea-mft.org).

### **Exhibitor Information**

**EXHIBIT LOCATION:** Skyview High School Gym  
1775 High Sierra Blvd.  
Billings, MT 59105

**EXHIBIT COST:** If reserved and paid for **by July 1, 2017** booth cost is \$500.00 + \$100.00 refundable deposit  
Deposit refunded if booth stays open until **3:00 p.m. Friday October 19, 2018** = \$600.00

**After July 1, 2017** cost is \$600.00 + \$100.00 refundable deposit if booth stays open until **3:00 p.m. Friday October 19, 2018** = \$700.00

**EXHIBITOR MOVE IN DATE:** Wednesday, October 17, 2018  
4:00 p.m. – 8:30 p.m.

**EXHIBIT SCHEDULE:** Thursday, October 18, 2018  
7:00 a.m. – 5:00 p.m.

Friday, October 19, 2018  
7:30 a.m. – 3:00 p.m.

**Refreshments for exhibitors available 7:00 a.m. – 3:00 p.m. both days.**

Approximate exhibit space will be 8' x 10', and will include one skirted table, one identification sign, and one electrical outlet (500 watt/110 volt). The actual booth that will outline the exhibit space will have a draped 8' high back wall and draped 3' side dividers. One chair provided per booth. Additional chairs may be ordered through the exhibitor kit from K&J. Wireless internet service will be available throughout the exhibit hall.

You are responsible for obtaining your own phone line if you need one for your exhibit area.

K&J Convention Services will once again be providing decorator services for the conference. If you need additional tables, counters, tall chairs, booth carpet, flat screen TVs, lattice, etc. feel free to download their show service kit starting August 1<sup>st</sup> at [www.kjconventions.com/mea-mft](http://www.kjconventions.com/mea-mft)

See shipping instructions in the service kit. To order over the phone or speak with a K&J representative, please call: 406-442-3238

**Do not send freight directly to Skyview High School or MEA-MFT.**

They do not have facilities available to store your equipment. We will not be responsible if freight is shipped to the event center, high school or MEA-MFT. Please contact K&J (406-442-3238) for shipping instructions.

It is of utmost importance that K&J be notified as soon as possible when power needs exceed 500 watt/110 volts.

Exhibitors are asked to adhere to exhibit schedule. All exhibits are expected to remain in place for the duration of the show. Exhibitors who will not be able to adhere to the schedule are asked to contact Jami Wood at MEA-MFT (1-800-398-0826). In the event the exhibitor fails to occupy or use his space or to have his/her exhibit in place by the opening of the show, he/she shall forfeit the right to the space and exhibit fee.

**Any unpaid reserved booth space will be released and made available to interested exhibitors on September 24, 2018.**

Space contracted for is to be used solely for the exhibitor whose name appears on the contract and it is agreed that the exhibitor will not sublet or assign any portion of the same without the written consent of MEA-MFT.

The aisles and overhead spaces remain strictly under the control of MEA-MFT and no signs, decorations, banners, advertising matter or special exhibits will be permitted in them except by special written permission. All exhibit materials must be contained within the confines of the assigned exhibit space.

**CANCELLATION POLICY:** Refund will be made if space is resold on or before **October 1, 2018**. **After October 1, 2018**, no refunds will be made. All cancellations must be in writing to Jami Wood at [Jwood@mea-mft.org](mailto:Jwood@mea-mft.org).