

**2017 CSMTA STATE CONFERENCE**  
**Thursday, June 1 – Saturday, June 3, 2017**  
University of Northern Colorado School of Music, Frasier Hall  
1710 9<sup>th</sup> Ave, Greeley, CO 80631

**EXHIBITOR INFORMATION AND REGISTRATION**

Dear Exhibitor:

You are cordially invited to exhibit your products and services during the 2017 CSMTA Conference. We are looking forward to an exciting event filled with inspiring performances, and many educational and informative presentations. Exhibitors are an important part of our conference and we hope you will join us!

**Schedule:**

Set-up: Thursday June 1, starting at 8:30 a.m.

Vending Hours: Thursday 11:00 a.m. – 5:00 p.m., and Friday & Saturday 8:00 a.m. - 5:00 p.m. Exhibits, including all equipment and materials, must be vacated by 6:30 p.m. Saturday June 3.

**Lodging:**

Exhibitors are responsible for their own lodging. A special CSMTA conference rate is available at:

1. Hampton Inn & Suites, Greeley. Call 970-339-5525 and ask for the CSMTA conference rate (\$119.00 plus tax per room per night for single or double). This rate is guaranteed until April 30, 2017.
2. Currier Inn, Greeley. Call 970-392-1221 and ask for the CSMTA conference rate (\$145.00-\$179 plus tax per room). This rate is guaranteed until May 15th, 2016.
3. A budget option is available for accommodation in UNC Residence Halls. Full details available at <https://unco.irisregistration.com/Site/unco-CSMTA>.

**Meals:**

There are several restaurants dotted around the School of Music. If you prefer, you will be able to pre-order a boxed lunch from Subway for June 1 and June 2, to be delivered to the School of Music. Please see the conference registration form for full details.

NB: Exhibitor registration will include access for one person per exhibition space to the Local Association Luncheon on June 3. Spouses, colleagues and/or other guests will not be able to attend the Local Association Luncheon unless they have registered for the entire conference or have a day registration specifically for June 3. For further information, please see the conference registration form.

**\*Please be prepared with your own extension/power cords. Although wi-fi will be available, please have alternative means for accepting credit card payments available.**

For additional information, please review the Exhibitor Application form.

**Liability and Insurance:**

Each exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damages to displays, equipment, and other property brought upon the University of Northern Colorado premises and shall indemnify, and defend, and hold harmless UNC and CSMTA, and their officers or owners, affiliated companies, agents, servants, employees, and directors harmless against all claims, losses and damages. Each exhibitor is responsible for knowing and meeting legal requirements.

The exhibit hall will be secured between vending hours (approximately 5:00 pm – 8:00 am).

If you have any questions, please contact Bonnie J Hoffman, Exhibit Chair: [bjhoffman6@comcast.net](mailto:bjhoffman6@comcast.net)  
Please include “CSMTA” in the subject space.

## EXHIBITOR APPLICATION

### 2017 CSMTA STATE CONFERENCE

June 1 – 3, University of Northern Colorado, Greeley, CO

Complete the Exhibitor Registration form and send it with your payment to the address below.

**All forms and payments must be received by May 1, 2017.**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Names of Employees. Limit 3 per company (for name tags): \_\_\_\_\_

\*Exhibits, including all equipment and materials, must be vacated by 6:30 p.m. Saturday, June 3, 2017.

**\*Exhibitor application does not constitute conference registration.**

**EXHIBIT SPACES are approximately 8' x 6' and include either an 8 foot table or a 6 foot table based on request and availability. (Requests considered in order received.)**

**\$100 per space X \_\_\_\_ (quantity) = \_\_\_\_ (amount)**

For all other conference information, please see the conference registration form.

#### GENERAL REGULATIONS:

Exhibitors will not be permitted to set up their displays until all fees have been paid. Booths must be staffed at all times during the exhibit hall hours. All exhibits must conform to the size of the booth space and must be arranged not to obstruct or interfere with other exhibits. Exits, fire stations, and fire extinguisher equipment must not be obstructed. No exhibitor may obtain exhibit space anywhere outside the designated area. CSMTA reserves the right to immediately restrain, prohibit, or take any action against any exhibitor whose methods or practices are determined to be objectionable, whether legal or non-legal, and/or detract from the quality and integrity of the exhibits or of CSMTA. Such practices shall include, but not be limited to, the appearance of unfair trade practices and deceptive marketing techniques. An exhibitor who fails to rectify an objectionable situation immediately will have their exhibit closed without refund.

I understand and agree to abide by the information and regulations as set forth in these two pages.

Signed: \_\_\_\_\_ Phone: \_\_\_\_\_

Mail this completed form with your check made payable to CSMTA to:

Bonnie J Hoffman 1509 28<sup>th</sup> Avenue Court, Greeley, CO 80634.

Applications will not be accepted without payment. No refunds.