



2008 MMEA All State
 Conference and Exhibition
 March 27, 28, 29, 2008
 Boston Park Plaza Hotel
 Exhibitor Registration Form

YES, please register our organization for the 2008 All State Conference and Exhibition.

Registration Deadline is Friday, January 18, 2008

Company/Organization: _____

Representative(s): _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Email: _____ (for reg. confirmation)

▪ **Exhibit Hours:**

- Thursday March 27 from 9AM – 5PM
- Friday March 28 from 9AM – 5PM
- Saturday March 29 from 9 AM to NOON (optional--please indicate below)

▪ **Exhibit Set-up: Wednesday March 26: 6 PM – 9PM and Thursday, March 27: 7 AM – 9AM**

Note: Exhibit Space is booked in 6' increments. Tables are provided if needed.

- I have a free-standing display and do not need (a) 6' table(s). Number of displays _____.
- I do not have a free-standing display and will require (a) 6' table(s). Number of tables _____.
 (Any displays wider than 6'2" will require an additional table)
- I will send display materials to the hotel prior to the conference. (Please see below.)
- I will exhibit on Saturday
- I will NOT exhibit on Saturday

Of Display Spaces ___ (Main Exhibit Hall) @ \$350.00 \$ _____

College/University ___ (Mezzanine) @ \$250.00 \$ _____

Electrical Fee (if required) per exhibitor is \$80.00 \$ _____

Tax deductible Donation to Symphony Hall Scholars
 ___ \$25 ___ \$50 ___ \$100 ___ other \$ _____

Your name will be placed in the concert program book as a SHS sponsor.

Total Amount Due: \$ _____

Please attach an Exhibitor Profile for Conference Program (25 words or fewer)

Please note: Registration not confirmed without payment. Checks payable to: MMEA

Please mail check and registration to: MMEA, Inc. 2008 Conference, P.O. Box 761026 Melrose, MA 02176

Shipping & Receiving

Hours of Operation

Monday – Friday 7:00 am - 6:00 pm
Saturday 9:30 am - 5:30 pm
Sunday 9:30 am - 5.30 pm

Package Handling Fees

- **In-Bound**

0-5 lbs.	\$	5.00 each	
6-20 lbs.	\$	10.00 each	
21-50 lbs.	\$	15.00 each	
50+ lbs.	\$	25.00 each	
Crates	\$	30.00 each	Less than 6'
Crates	\$	50.00 each	More than 6'
Pallets	\$	85.00 each	

- **Out-Bound**

Each box \$ 5.00 each

Shipping Instructions

If you are sending materials to the hotel for use in a banquet room, please ship to arrive no earlier than three (3) days prior to an event/conference. Items must be labeled as follows:

Client or Exhibitor (person who will call for box)/Conference Name

c/o The Boston Park Plaza Hotel & Towers

64 Arlington Street

Boston, MA 02116

Box # _____ of _____ boxes (Multiple boxes must be numbered.)

Shipping Method

- UPS
- DHL
- FedEx
- Parcel Post
- Other

Approximate arrival date of shipment _____.

Shipments should be properly labeled and are subject to the above-mentioned fee structure. These fees cover receipt of the shipment, up to three (3) days of storage, and delivery to meeting planners. Shipments arriving more than three (3) days prior to the event/conference and/or are held more than two (2) days after the event/conference will be assessed a storage fee of \$5.00 per box per day. The hotel will not be responsible for the safe keeping of personal or rented equipment. Exhibit freight is not accepted at the hotel.