

*Mid-Atlantic Region
American Music Therapy Association
2010 Annual Conference*

Exhibiting and Advertising Prospectus

**Pittsburgh, PA
March 24-27, 2010
Pittsburgh Radisson Hotel**

Welcome to Pittsburgh!

The Mid-Atlantic Region of the American Music Therapy Association will be holding its 7th annual conference in Pittsburgh, PA at the Pittsburgh Radisson Hotel from March 24 – 27th, 2010. The Mid-Atlantic Region was formed in 1953 and remains the largest region today. Over 500 Music Therapists from Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia and Washington D.C. will come together for this conference along with representatives from Colleges, Universities and Internships.

We invite you to participate in this exciting conference by:

1. Exhibiting during the conference
2. Placing an advertisement in the conference program
3. Including business fliers/catalogues for conference packets or display
4. Donating door prizes for conference attendees or items for the Silent Auction Thursday night
5. Sponsoring entertainment, beverage breaks, or special events such as the drum circle, opening or closing session, keynote speaker, or the exhibits spectacular

The exhibits are an important part of our conference and provide Music Therapists with an opportunity to enhance their programs with the latest equipment, books, and merchandise. We plan to spotlight the exhibits with live music and a silent auction on Thursday evening and also by offering door prizes in the exhibit hall throughout the conference. Please feel free to contact me with any questions or if you would like to discuss your ideas for door prizes or sponsorship. The Mid-Atlantic Region is a 501c3 organization and all donations are tax deductible. Please return the confirmation form and signed contract along with payment by December 1st to qualify for the early bird deadline.

Sincerely,

Karen Jasko, MS, MT-BC
Regional Exhibits Coordinator
MAR-AMTA; www.mar-amta.org
w: 412-257-2474; h: 724-873-1919
ksjasko@msn.com

Exhibit Information

Hotel

Radisson Hotel Pittsburgh

101 Radisson Drive

Pittsburgh, PA 15205

(Mention you are with the MAR Conference for special rates)

Reservations: 1-800-395-7046

<http://www.radisson.com/hotels/papittsb>

Each Booth Package Includes

Complimentary listing in Conference Program

6-8 x10 booth

8' high background drape

3' high side drape

One 7" x 44" sign

One 6' x 30' high draped table

Two Side Chairs

One Wastebasket

Up to 3 Name Badges

Security During Thursday Set-up

Meal breaks, and Overnight

One Complimentary Registration

Per each Merchandiser/Marketing

Exhibitor

Booth Colors

Gold and Burgundy

Drayage

Advantage Conference and Expo

410-789-5000

Fax: 410-789-5564

Advantage Conference and Expo will provide material handling and storage. Deliveries will be made to the exhibitor booth and picked up at the booth after the Exhibits close. Additional booth furnishings are available through them.

Fees (Postmarked By Early Bird Deadline 12-1)

	1 st Booth	2 nd Booth
Merchandiser/Marketing	\$225	\$200
Professional Organization	\$225	\$200
MAR State MT Assoc	\$100	n/a
MAR University/College	\$ 70	n/a
Non-MAR University/College	\$125	n/a

Fees (Postmarked after 12-1)

	1 st Booth	2 nd Booth
Merchandiser/Marketing	\$250	\$225
Professional Organization	\$125	\$200
MAR State MT Assoc	\$100	n/a
MAR University/College	\$ 95	n/a
Non-MAR University/College	\$150	n/a

(Final Deadline: January 27th)

Exhibit Hall Set Up

Wednesday March 24th 6:00 pm-9:00 pm

Thursday March 25th 9:00 am-2:30 pm

Exhibit Hall Hours

Thursday March 25th 2:30 pm – 5:30 pm

Thursday March 25th 7:00 pm – 10:00pm

(Exhibits Spectacular & Silent Auction)

Friday March 26th 9:30 am – 1:30 pm

Friday March 26th 2:30 pm – 6:00 pm

Saturday March 27th 8:30 am – 11:30 pm

Other Information

Please wear your Exhibitor name badge at all times to help us maintain security.

We will highlight the exhibits during the Exhibit Hall Spectacular and Silent Auction Thursday night and by offering door prizes in the Exhibit Hall during the conference.

Advertising Information

Advertisement Dimensions

Full Page 7 W x 10 H
Half Page 7 W x 5 H
Quarter Page 3 1/2 W x 5 H
Business Card 2 1/3 W x 3 H
All ads must be black and white
and camera ready.
Please email advertisements to:
Bonnie Buzzard
Local Exhibits Chair
bonnie.buzzard@gmail.com

Advertising Fees

	AMTA Member*	Non-Member
Outside Back Cover	\$250	\$300
Inside Front Cover	\$200	\$250
Full Page	\$100	\$125
Half Page	\$ 75	\$ 85
Quarter Page	\$ 40	\$ 50
Business Card	\$ 20	\$ 30

* As indicated in current AMTA sourcebook

Catalog and Flier Distribution

Choose to have your catalog or fliers given out with conference registration packets or to have them displayed on a table at the registration desk or in the Exhibit Hall.

Fees	AMTA Member	Non-Member
With Conference Packets	\$100	\$125
Table Top Display	\$ 75	\$100

No signs, catalogues or advertising materials may be left at the registration table, in the exhibit hall, or distributed at the conference unless advertisement or exhibiting fees have been paid.

Sponsorship Opportunities

Opening Session: Sponsor entertainment for the Opening Session

Exhibit Hall Spectacular: Sponsor entertainment and or food for participants

Drum Circle: Become a sponsor by loaning instruments for the event

Instruments: Provide digital pianos or keyboards for Conference sessions

Education: Sponsor a continuing education class

Conference Bags: Provide canvas bags for Conference attendees

Conference Badges: Provide badges and lanyards for conference attendees

Conference Luncheon: Sponsor a luncheon for Conference attendees

All of the above sponsors will receive a free full size advertisement, recognition at the registration desk, and promotional materials included in registration packets

Contact Karen Jasko, Regional Exhibits Coordinator to discuss becoming a sponsor
ksjasko@msn.com; w: 412-257-2474; h: 724-873-1919

**Confirmation Form Mid-Atlantic Region Annual Conference
March 24-27, 2010 Pittsburgh, PA
Pittsburgh Radisson Hotel**

Organization: _____

Address: _____

Contact Person: _____

Phone: _____ Fax: _____ E-mail: _____

Schedule of Fees: Please indicate how you would like to participate by checking appropriate line(s) below. Fees include one conference registration per Merchandiser/Marketing Exhibitor only. **Make sure to include the names of workers so we can prepare name badges. Please note all fees must be received by the early deadline to qualify for the early bird discount. Purchase orders payable by January 27th are accepted.*

Exhibiting Fees (Circle or X)	Early bird Postmarked by December 1st		Regular Postmarked After December 1st	
	First Booth	Additional Booth(s)	First Booth	Additional Booth(s)
Merchandiser/Marketing	\$225	\$200	\$250	\$225
Professional Organization	\$225	\$200	\$250	\$225
MAR State MT Assoc	\$100	n/a	\$125	n/a
Mar University/College	\$ 70	n/a	\$95	n/a
Non MAR University/College	\$125	n/a	\$150	n/a
MAR Member Booth	\$35	n/a	\$60	n/a
Internship	Free	n/a	\$25	n/a

MAR Member Booth: For MAR-AMTA Members who wish to sell their own items such as a CD, book, etc.... Members can not sell an item for an organization or merchandiser. Please see separate contract/agreement.

Internships please check: I will have a display I will have handouts

***Exhibitor Names for Badges:** _____

<u>Advertisements in Conference Program</u>	<u>AMTA Member*</u>	<u>Non-Member</u>
Outside Back Cover	\$250 _____	\$300 _____
Inside Front Cover	\$200 _____	\$250 _____
Full Page	\$100 _____	\$125 _____
Half Page	\$ 75 _____	\$ 85 _____
Quarter Page	\$ 40 _____	\$ 50 _____
Business Card	\$ 20 _____	\$ 30 _____

**As indicated in the current AMTA Sourcebook.*

<u>Catalog and Flier Distribution</u>	<u>AMTA Member*</u>	<u>Non-AMTA Member</u>
With Registration Materials (Included in conference packet):	_____ \$100	_____ \$125
Provided for table top pick-up at registration desk or exhibit hall:	_____ \$ 75	_____ \$100

Door Prize or Silent Auction Donation (All Donations are Tax Deductible since we are a 501c3 Organization)

I would like to donate: _____ Approx Value of Item:\$ _____

I would like to sponsor: _____

Please return this form, a check made payable to **"MAR-AMTA Conference"** and the signed exhibitor's contract by the final deadline, **January 27, 2010** to: Bonnie Buzzard, Local Exhibits Chair; 3430 Dogwood Place; West Homestead, PA 15120; bonnie.buzzard@gmail.com

Thank you for supporting Music Therapy!

Exhibitors Contract
2010 Mid-Atlantic Region-AMTA Annual Conference

Organization: _____

Address: _____

The undersigned agrees to utilize space provided by the *Pittsburgh Radisson Hotel, Greentree*, March 25-27th, 2010 and agrees to the conditions, rules and requirements set forth in this document.

Exhibitor's Signature: _____ **Date:** _____

MAR President Signature: _____ **Date:** _____

MAR-AMTA CONDITIONS OF CONTRACT: This signed contract will serve as a formal agreement between the Mid-Atlantic Region-American Music Therapy Association (MAR-AMTA) and the organization named above. Completed confirmation should be on file, and contract returned, with full payment of the fees, by **January 27th, 2010**. Refunds will be available if requested in writing by **March 1, 2010**. One free conference registration is included per merchandiser exhibitor.

USE OF SPACE: Exhibits shall not extend into the aisles nor obstruct the view from adjacent booths. Nothing shall be posted on or otherwise attached to columns, walls, floors or other parts of the building or furniture. All activities must be confirmed to the assigned exhibit space of the exhibitor. Exhibitors shall not share space or sublet space without expressed consent of MAR-AMTA Exhibits Coordinator or designee. No alcoholic beverages will be permitted in the exhibits area. The exhibit area shall not be used for storage during open hours. All local fire and safety regulations will be enforced. Exhibitors are not permitted to provide their own electrical equipment. Exhibitors at the "Member Booth" must abide by the MAR "Member Booth Policy."

SECURITY: MAR-AMTA will provide for the security of the exhibit area during the off hours of the exhibit area. The MAR-AMTA, its officers and the hotel DO NOT assume responsibility for the loss of exhibitor's property due to theft, fire, accident or other causes, unless caused by negligence.

DECORATING AND DRAYAGE SERVICES: The basic decorating (pipe and drape) will be included in the cost of the exhibit space. Pipe and drape are being provided through Advantage Conference and Expo (410.789.5000). The standard space size is 6-8'x10' and includes one 6' skirted table, two chairs, wastebasket and a sign. If the exhibitor desires additional services/booth furnishings, the exhibitor is responsible for these costs.

The fee for a booth space for the weekend is \$250 (\$225 if postmarked prior to December 1st, 2009). Any additional booth spaces will be \$225 each (\$200 if postmarked by December 1st, 2009).

Please make check payable to: MAR-AMTA Conference.

HOURS FOR EXHIBIT: (Subject to Change)

The approximate hours for exhibitors, including set-up and break down, will be:

Set up Time: Wednesday March 24th 5:00pm - 9:00pm

Thursday March 25th 9:00am - 2:30pm

Exhibit Hours

Thursday March 25th 2:30pm - 5:30pm & 7:00pm - 10:00pm (Exhibits Spectacular Thursday Evening)

Friday March 26th 9:30am - 1:30pm & 2:30pm - 6:00pm

Saturday March 27th 8:30am - 11:30am

Breakdown: Saturday March 27th 11:30-1:00pm

HOTEL INFORMATION: Pittsburgh Radisson Hotel; 101 Radisson Drive, Pittsburgh PA 15205; 412-922-8400; <http://www.radisson.com/pittsburghpa>

Mid-Atlantic Region Exhibits Coordinator: Karen Jasko; 412-257-2474 x55410; ksjasko@msn.com

Please Return Both the Confirmation Form and Signed Contract to: Bonnie Buzzard, Local Exhibits Chair; 3430 Dogwood Place; West Homestead, PA 15120; bonnie.buzzard@gmail.com