Join Us in St. Louis, MO for our 2017 Annual Conference

November 16-19, 2017

2017 Exhibitor Prospectus
Your resource for conference exhibit and advertising information

Opening Session: November 16
Exhibits: November 16-18
Sessions: November 17-19
Meetings: November 13-19
Trainings & Institutes: Beginning November 13
CMTEs: November 16-19

St. Louis Union Station Hotel
EXHIBITORS: Join Us at the 2017 Conference!

On behalf of the Board of Directors of the American Music Therapy Association (AMTA), we invite you to be a part of AMTA’s 2017 Annual Conference in St. Louis, MO for “A Mindful Approach to Music Therapy.”

The AMTA Annual Conference celebrates the best in music therapy anywhere. You will find more than 1,500 attendees from around the world, eager to attend educational sessions and seminars, connect with their peers and speak to vendors (YOU!) in this unique venue where they can gain more knowledge and advance their profession.

Our 2017 Conference is the perfect place to put your business front and center. Your products and services can provide necessary resources for our growing profession, so come and participate in one of the largest music therapy conferences, bringing together music therapists, musicians, music therapy students, and other health care professionals. The Exhibit Hall is consistently rated as one of the most popular features of our Annual Conference.

Hurry! The deadline to reserve your exhibitor booth is September 1! Don’t miss this opportunity to highlight your business at the largest gathering of music therapists in the nation. See page 5 of this Exhibitor Prospectus for the application & contract, and reserve your booth today!

**Special Sponsorship Opportunity for Exhibitors:**
**Demonstrate Your Leadership and become a Sponsor at the 2017 Conference!**

Sponsors make it possible for AMTA to provide a high-quality conference program, while maintaining affordable registration rates for our members. When you become a sponsor at the Annual Conference, you demonstrate your leadership and show your support for the music therapy profession, promote good will, create positive PR, and forge new relationships and strengthen and nurture existing ones with key partners.

Sponsorship gets you noticed! As a conference sponsor, participating exhibitors can increase their visibility among attendees, while also supporting conference sessions and events. Participating exhibitors will be listed as conference sponsors on the AMTA conference page on the website, in the final program and on signage at the conference.

Exhibitors can become a conference sponsor for $600. Once you have indicated your booth category and payment amount, please check the box for “Sponsor Package” on the Exhibitor Application & Contract to indicate participation. (For other specific sponsorship opportunities, please see the 2017 Conference Sponsorship Opportunities document.)

You are an important part of the conference as music therapists look for new and exciting products and services to support their clinical work. Your involvement in the AMTA Annual Conference supports AMTA’s mission to increase access to quality music therapy services in our rapidly changing world!

We look forward to your participation at this exciting conference in St. Louis!

Andrea H. Farbman, EdD,
Executive Director,
American Music Therapy Association
EXHIBITOR Fast Facts

Move In:
Wednesday, November 15                12:00 pm - 8:00 pm  
Thursday, November 16                8:00 am - 1:30 pm

Exhibit Hours:
Thursday, November 16                    2:30 pm - 5:00 pm  
Exhibit Spectacular:                        9:00 pm - 11:00 pm (Opening Night Reception/Take-A-Chance)
Friday, November 17        10:30 am - 6:30 pm  
Exhibit Spectaculars:                         11:30 pm - 2:15 pm  
Saturday, November 18                    9:00 am - 4:30 pm  
Exhibit Spectaculars:                                     9:00 am - 9:30 am & 12:15 pm - 1:30 pm

Free Exhibit Hall Breakfast available 9:00-9:30 am!

Dismantling:   Saturday, November 18, beginning at 4:30 pm  
(Materials must be crated for shipment immediately following exhibit hall closure.)

Rates:
Exhibit space rates are $920 for a single 10 x 10 booth  
Special discounts apply to individual members, corporate members, regions, schools, and international organizations—see Exhibit Contract for details

Exhibit Package:
Provided by Fern Exposition Services, the official decorator for the 2017 AMTA conference, includes:
• 1 6ft. draped table  
• 2 chairs  
• 8’ draped backdrop  
• 36” draped side rails  
• 7”x 44” ID sign  
• Exhibit Hall is NOT carpeted--AMTA will carpet the aisles, and we strongly recommend Exhibitors carpet their booth space!  
• installation and removal (move in set-up, move out break-down)  
• exhibitor badges for up to 2 booth staff per booth—School/Region booths come with 1 exhibitor badge, which admits them to all general conference sessions on Friday & Saturday, and conference evening events  
• complimentary listing in the official conference program (must be submitted by contract deadline date)

Exhibit Hall Floor Plan:
EXHIBITOR Hall Policies & Procedures

Eligibility to Exhibit — AMTA specifically reserves the right to determine the acceptability of applications for exhibit space. Applications to exhibit will be accepted or rejected based on criteria including but not limited to the products/services professional or educational benefit, consistency with AMTA mission or goals, and spatial constraints in the exhibit hall.

Conduct/Liability — The handling and setting up of exhibits within the area must conform to regulations and instructions of the exhibit management and the St Louis Union Station Hotel. Re-assigning, subletting, or sharing allotted space without the consent of AMTA management is prohibited. No signs or other articles may be affixed, nailed, or otherwise attached to walls, doors, drapery, etc. in the Exhibit Hall. No attachments may be made to floors by nails, screws, or other devices that may cause damage. Exhibitors causing damage in the Exhibit Hall will be responsible for costs incurred.

Space Assignments — Preference for booth space is given to AMTA Patron and Affiliate corporate members; booths are then assigned on a first-come, first-served basis according to choices requested in writing on the exhibit application. Every effort is made to consider location of competitors and accommodate special requirements when space is assigned; however, preference for booth location cannot be guaranteed. AMTA reserves the right to assign the next best space, or another space altogether, when the space requested is not available. Exhibitors will be notified of booth assignments as soon as they are confirmed. SPECIAL: School exhibit booths are designated in yellow on the Exhibit Hall floor plan.

Staff Registration — Two complimentary badges are given for each 10’x10’ booth purchased with the exception of each school/region, which receives one complimentary badge. These badges provide admission to the Exhibit Hall and all non-ticketed Conference events. Conference exhibitor badges must be worn at all times in the Exhibit Hall and at all events. To register, please list the booth staff on the Application & Contract. Submitting exhibit application and contract constitutes exhibit registration for the conference. There will be an additional charge for the registration of each additional booth representative who exceeds the allotted number. These badges include access to the Exhibit Hall, but not conference registration. Each exhibitor registered in advance will have an exhibitor badge available for pickup at the AMTA registration desk during registration hours.

Association Member Exhibitors — Group Exhibit Space. Individual association members have the opportunity to exhibit their products at an affordable price by sharing a group space in the Exhibit Hall. Association members each pay to reserve a booth space, and members will be assigned to a group exhibit space on a first-come, first-served basis. The booth fee DOES NOT include conference registration. Association members must also register for the conference online if they wish to attend conference meetings and events.

Security — Around the clock security is provided in the Hall, however, exhibitors are solely responsible for their own exhibit material. Although every effort is made to protect merchandise and displays, insurance is strongly encouraged to protect against loss or damage.

Payment & Cancellations — All exhibit contracts must be signed and accompanied by a 50% deposit of the total cost of exhibit space. AMTA will not assign booth space without a 50% deposit and signed contract. The balance of the exhibit fee is due within 10 days after notification of space assignment. Exhibit contracts received after September 1 must include full payment. Cancellation of booth space for any reason is subject to the following terms: Cancellation on or before September 1 will result in 50% of booth rental refunded. After September 1 full booth rental will be retained. All cancellations must be received in writing.

Service kits — Services kits will be emailed by Fern Exposition Services.

Labor — Fern Exposition Services is the official contractor to handle materials coming into the exhibit hall. Full-time employees of exhibit companies may “hand carry” material provided that it is limited to only what one person can carry in one trip and no material handling equipment is used. Fern Exposition will control access to the loading docks in order to provide for a safe and orderly move-in/out. Exhibitor freight may be shipped to the Fern Exposition advance warehouse or directly to show site during exhibitor move in times. Unloading or reloading at the dock of any and all contracted carriers will be handled by Fern Exposition.
EXHIBITOR Application & Contract: deadline September 1!

Company/Organization: (exactly as it should appear in print)

Contact Person:

Address:

City/State/Zip:

Phone: Fax: Mobile:

Email:

**Commitment:** — YES! We will EXHIBIT at the 2017 Conference as (exhibit prices are per booth):

- Commercial & Organization— $920
- International — $720
- School/Region — $370
- Patron member — $830
- Affiliate member — $885
- Ed. Affiliate member — $350
- AMTA individual member — *$170 (conference registration not included)
- Sponsor Package — addtl $600

TOTAL EXHIBITING COMMITMENT: $ _________________

Please include Sponsor Package fee (addtl $600) and/or Badge fee (addtl $75 per badge) in TOTAL EXHIBITING COMMITMENT, if selected

Method of Payment:

- Check
- MasterCard
- VISA
- Discover
- Invoice

I authorize payment of the designated amount:

Credit Card #: Exp. date:

Signature: Date:

Billing address:

Please indicate booth preferences (see exhibit hall floor plan):

1. 2. 3.

List exhibitors that you do NOT wish to be placed next to (every effort will be made to accommodate requests, however they cannot be guaranteed):

Exhibitor Registration Name(s): Each single booth receives 2 exhibit badges (Each School/Region booth receives 1 exhibitor badge) — Extra Badge policy $75.00 per extra exhibitor badge (Does not entitle bearer to educational sessions, Institutes, or CMTEs) Please include extra badge fee in “Total Exhibiting Commitment.”

1. 5. 9.
2. 6. 10.
3. 7. 11.
4. 8. 12.

Submit a brief description below: (50 words or less) of the products, equipment, services, or facility you will exhibit. Descriptions will be published in the conference program. AMTA reserves the right to edit text when necessary.

Send completed contract and payments to:
AMTA, Attn: Jane Creagan, 8455 Colesville Rd, Suite 1000, Silver Spring, MD 20910
phone 301-589-3300 ext. 104 – fax 301-589-5175 – creagan@musictherapy.org

Deadline: September 1
Advertising Opportunities

The AMTA 2017 Annual Conference offers unique opportunities to showcase your company programs, products, and services to a highly influential group of allied health professionals. Conference attendees include music therapists, music educators, psychologists, nurses, occupational therapists, physical therapists, social workers, other creative arts therapists, and others who want to know the latest on music therapy applications.

Official Conference Program
The conference program contains all session information, meetings, events, presenters, and more. Each attendee will receive a conference program when they register for the conference. This program is used during and after the conference as attendees take it with them to share with their professional colleagues. Our valued exhibitors receive a discount on all program ad sizes.

Deadline for all Program ad submissions: September 1!
Note: Ad space is limited. Please remember, there is only one FULL PAGE/COLOR program opportunity (inside cover)! To ensure proper placement of your ad, please send it in on/before September 1!

<table>
<thead>
<tr>
<th>Space</th>
<th>Dimensions</th>
<th>Rate</th>
<th>Discounted Exhibitor Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full page-color</td>
<td>7 W x 10 H</td>
<td>$1000</td>
<td></td>
</tr>
<tr>
<td>Half page</td>
<td>7 W x 5 H</td>
<td>$190</td>
<td>$161</td>
</tr>
<tr>
<td>Quarter page</td>
<td>3 1/2 W x 5 H</td>
<td>$170</td>
<td>$144</td>
</tr>
</tbody>
</table>

To Reserve Ad Space, Contact:
Tawna Grasty, AMTA
8455 Colesville Rd., Ste. 1000
Silver Spring, MD, 20910
grasty@musictherapy.org
301-589-3300 ext. 100
2017 Advertising Contract: deadline September 1!

Ad Sizes & Artwork Requirements - 2017 Exhibitors receive Discount!

<table>
<thead>
<tr>
<th>Space</th>
<th>Dimensions</th>
<th>Rate</th>
<th>Discounted Exhibitor Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full page-color (inside cover)</td>
<td>7 W x 10 H</td>
<td>$1000</td>
<td>---</td>
</tr>
<tr>
<td>Half page</td>
<td>7 W x 5 H</td>
<td>$190</td>
<td>$161</td>
</tr>
<tr>
<td>Quarter page</td>
<td>3 1/2 W x 5 H</td>
<td>$170</td>
<td>$144</td>
</tr>
</tbody>
</table>

Ad reproduction requirements:

Electronic files: ONLY tiff or high resolution .jpg will be accepted. Files sent in other formats (Microsoft Word, Power Point, Excel, Publisher or .pdf format) will be returned! ALL ads must be camera ready and in black and white. COLOR ADS ARE NOT ACCEPTED (with the exception of the one full-page ad); no bleeds. Ads will be accepted via email in the correct format only. AMTA reserves the right to accept or reject conference program ads. Email ad files to grasty@musictherapy.org.

Company/Organization:________________________________________________________________________
Contact Person:______________________________________________________________________________
Address:____________________________________________________________________________________
City/State/Zip:_______________________________________________________________________________
Phone:_________________________ Fax:_________________________ Mobile:_______________________________
Email:______________________________________________________________________________________

Commitment: - YES! We will ADVERTISE at the 2017 Conference: (fill in below)

Ad size: _______________ Price: $____________ Ad size: _______________ Price: $____________
Ad size: _______________ Price: $____________ Ad size: _______________ Price: $____________

TOTAL ADVERTISING COMMITMENT $____________

Method of Payment:
☐Check ☐MasterCard ☐VISA ☐Discover ☐Invoice

I authorize payment of the designated amount:

Credit Card #:_________________________ Exp. date:_________________________

Signature:_________________________ Date:_________________________

Billing address:___________________________________________________________________________
Remember:

Don’t miss this opportunity
to highlight your business
at the largest gathering of music therapists in the nation
by exhibiting in St Louis, MO this year!

*Build your brand
*Highlight the value of your product/services to participating clinicians
*Network
*Increase access to quality music therapy services

AND

Add Increased Visibility of Your Organization through Conference Sponsorship!
For the complete list of sponsorship opportunities, please see “2017 AMTA Conference Sponsorship Opportunities.” If you have an idea that’s not listed, call Jane Creagan (301-589-3300 x104) or Cindy Smith (301-589-3300 x102) to discuss your thoughts. Share the cost with a sister company and gain exposure for both companies!

...AND save the date for:

the 2018 AMTA National Conference
in Dallas, Texas
November 15-17