

Attention: Vendors
Massachusetts Art Education Association
Fall Conference
“What’s the Story?”
University of Massachusetts – Amherst, November 12 -14, 2010

The UMass Conference Services Registration Office will process vendor payments and all details related to installation of exhibits in the Campus Center. Vendors must register for the conference and direct all questions to Sarah Long, Conference Services Program Coordinator, at 413-577-8100 or slong@mail.aux.umass.edu.

Cost per table will be: \$175

Benefits include:

- link to vendor site and inclusion of logo on conference site
- one complimentary lunch (additional lunches @ \$25)
- 3,400 postcard notifications mailed to all MAEA members, all MA schools, members of NAEA in Vermont and Connecticut
- information about conference posted on MAEA and NAEA website; ‘Team East’ discussion boards, and to be published in fall issue of *Arts and Activities* magazine

Restrictions include:

- Exhibits must not interfere with traffic flow.
- One 6’ table, paper drape, and two chairs will be furnished to each scheduled space.
- Exhibitors cannot use existing walls for display. All rear walls of each exhibit must be freestanding and no higher than six feet; side walls must be no more than three feet high.
- Electrical equipment must be approved by Conference Services; exhibitors must provide their own equipment, including extension cords.
- Exhibitors must provide a clear description and/or drawing of the proposed display.
- Exhibits may be shipped prepaid no more than three days prior for storage.

Note: Vendors may begin setup at 7:30, will open at 8am, and should be available until 4pm