



**MARCH 15-17, 2012
PHOENIX, AZ**

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OAKE



Organization of
American Kodály Educators

MUSIC FOR EVERYONE

September 7, 2011

Dear Exhibitor:

The Organization of American Kodály Educators (OAKE) cordially invites you to be an exhibitor at its national conference in Phoenix, Arizona, March 12-17, 2012. Our theme is "A Grand Vision: Heritage, Hope, & Harmony." This year's conference will feature a mini conference presented by Henry Leck, an opening keynote speech by Jerry Jaccard, followed by a performance by the Phoenix Boys Choir.

The event will be held at the Hyatt Regency Phoenix, with exhibits located in the Atrium. This area will provide high access as it is on the same floor as some of our breakout sessions.

OAKE is a national music organization dedicated to professional excellence in teaching music as inspired by the Kodály concept of music education. Zoltán Kodály was a well-known composer and musicologist, who, along with Béla Bartók, did field studies on the roots of Hungarian music through folk song. It was Kodály's belief that music concepts would be taught through folk music, which is simple in form and melody and has withstood the test of time. In this pedagogy, folk music serves as a bridge to art music.

Conference exhibits provide teachers and administrators an opportunity to examine and purchase materials relating to the enhancement of music education. This includes choral and instrumental materials, children's literature with musical themes, musical instruments, audio and video recordings, computer software, musical giftware, music classroom supplies and so much more.

The enclosed reservation form lists fees, sizes of booths, and membership fees. All exhibitors will receive the following:

- Acknowledgement in the Kodály *Envoy*, the official journal of OAKE
- Acknowledgement in the conference program booklet
- A complimentary conference notebook
- Three exhibitor badges per booth
- Complimentary attendance at the featured concerts

Sales tax in Nevada is 7.3%; Phoenix city tax is 2% and must be collected and paid to the Department of Revenue. If you haven't registered with the state of Arizona Department of Revenue, you may do so at azdor.gov. The state and city forms are attached.

We hope that you will consider exhibiting your fine products at our conference. Your presence will make a significant contribution toward promoting quality musical education.

Sincerely,

Leigh Ann Garner
OAKE National Publicity Director
Enclosures



Arizona Department of Revenue

Transaction Privilege Tax Application (Short Form)

License Compliance Unit: 1600 W. Monroe, Ste. 620 Phoenix, AZ 85007

**To Register, File and
Pay online, go to
www.aztaxes.gov**

The simplified application is used for transient vendors. Each section below must be completed, to receive the License. For licensing questions on transaction privilege or withholding taxes, call (602) 716-6440 or (602) 716-6438. Please return the completed application with appropriate fees to: License Compliance Unit, Arizona Department of Revenue, 1600 W. Monroe, Ste. 620 Phoenix, AZ 85007

*Incomplete applications will not be processed. All required information is designated with asterisk **

Business Information			
Do you have Arizona employees? (Check One) Yes <input type="checkbox"/> No <input type="checkbox"/>		Type of ownership * (Check One) <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (State and Date of Incorporation)	
Legal business name *		Social Security Number or FEIN *	
Business (or DBA) name *		Business Start Date *	
Business phone (Include area code) *	E-mail address	Location and Date of events / swap meets	
Mailing address (street, route, or PO Box) *		City	State Zip Code
Primary Location of Business (Physical address) <i>No license will be issued without this information *</i>		City	State Zip Code
Is your business located on an Indian Reservation? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please tell us which one _____			
Description of Business *			

Owners / Partnerships / Corporation Officers Identification					
Social security number *	Name *	Title*	% Owned *	Complete residence address *	Area code & phone number *

Please check the months in which you intend to do business in Arizona

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Taxpayer's Signature * _____ Date _____

License Fees

Make Checks Payable to the Arizona Department of Revenue

Do Not Send Cash

City codes for cities where you will be doing business
(See reverse side for list of cities for which taxes are collected)

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State fees \$12 X No. Loc.	
Total city fees	
Total fees due	

Instructions

This Short Form Application is Intended for Use by Vendors at Transient Selling Events Such as Fairs, Special Events, Shows and Swap Meets

- Do you have employees?** Check yes if you employ individuals in the state of Arizona. If you do not have employees or only have immediate family members who assist you during a special event or at a swap meet, check no.
- Type of ownership** Check as applicable. Corporations and partnerships must provide the federal employer identification number.
- Legal business name or owner name** Enter the individual's and spouse's name if **Individual** was selected for ownership type.
Enter all partner's names if **Partnership** was selected for ownership type. Additional owners may be listed on a separate sheet and attached.
Enter the organization name owning or controlling the business if **Corporation** was selected for ownership type.
- Business (or DBA) name** Enter the name of the business/DBA (doing business as) name, if the same as legal business name, enter same. Commonly, the business name is the name by which the public knows your business/company/shop. If you wish correspondence to be sent to a name other than the owner, enter the name of the department or accountancy firm as "In Care Of" to ensure delivery by the postal service.
- Location and Date of event/ swap meet** Enter the address and date of the special event or swap meet. If you do not know the actual address of the event, enter the city/town name in which the event will be held. The location is very important in determining whether an additional city/town license must be obtained for those licensed by the state. Use the City or Town Licensed By The State chart below to determine if you must be licensed through the state for the location in which your event occurs. For cities not listed, please contact the city directly. Also add the city fee amount to the license fee which appears in the lower right corner of the front page.
- Mailing address** Enter mailing address where all correspondence is to be sent. You may elect to use your home address, corporate headquarters, or accounting firm's address.
- Primary location of business** Enter the street address for the primary location of the business. If you conduct most of your business at various special events or swap meets throughout the state, you may wish to enter your resident location. Even if your mailing address is a PO Box, you must provide a physical location. For example if you live in a rural community, your physical location may be the intersection of two roads, interstates, or milepost marker.
- Description of business** Describe the major activity and principal product you manufacture or commodity sold or service performed. Your description of your business is very important because it determines your sales tax rate and provides a basis for state economic forecasting.
- Owners identification** Enter as many as applicable, attach a separate sheet if additional space is needed. The authority for mandatory requirement for social security numbers of owners is provided in ARS § 42-1105.
- Signature** The application must be signed by either the individual owner or, for partnerships or corporation, two partners or two corporate officers.

Fees The state fee is \$12 no matter how many special events you attend. However, a separate city license fee is required for each city unless you are currently licensed for the city in which an event will be held. List the cities in which you will be doing business on the front of the application form and total to determine the amount due.

City or Town Licensed by the State

CITY/TOWN	C O D E	F E E	CITY/TOWN	C O D E	F E E	CITY/TOWN	C O D E	F E E
BENSON	BS	5.00	HAYDEN	HY	5.00	SHOW LOW	SL	2.00
BISBEE	BB	1.00	HOLBROOK	HB	1.00	SIERRA VISTA	SR	1.00
BUCKEYE	BE	2.00	HUACHUCA CITY	HC	2.00	SNOWFLAKE	SN	2.00
CAMP VERDE	CE	2.00	JEROME	JO	2.00	SOUTH TUCSON	ST	2.00
CAREFREE	CA	10.00	KEARNY	KN	2.00	SPRINGERVILLE	SV	5.00
CASA GRANDE	CG	2.00	KINGMAN	KM	2.00	ST. JOHNS	SJ	2.00
CAVE CREEK	CK	20.00	LAKE HAVASU	LH	5.00	STAR VALLEY	SY	2.00
CHINO VALLEY	CV	2.00	LITCHFIELD PARK	LP	2.00	SUPERIOR	SI	2.00
CLARKDALE	CD	2.00	MAMMOTH	MH	2.00	SURPRISE	SP	10.00
CLIFTON	CF	2.00	MARANA	MA	5.00	TAYLOR	TL	2.00
COLORADO CITY	CC	2.00	MARICOPA	MP	2.00	THATCHER	TC	2.00
COOLIDGE	CL	2.00	MIAMI	MM	2.00	TOLLESON	TN	2.00
COTTONWOOD	CW	2.00	ORO VALLEY	OR	12.00	TOMBSTONE	TS	1.00
DEWEY/HUMBOLDT	DH	2.00	PAGE	PG	2.00	TUSAYAN	TY	2.00
DUNCAN	DC	2.00	PARADISE VALLEY	PV	2.00	WELLTON	WT	2.00
EAGAR	EG	10.00	PARKER	PK	2.00	WICKENBURG	WB	2.00
EL MIRAGE	EM	15.00	PATAGONIA	PA	25.00	WILLIAMS	WL	2.00
ELOY	EL	10.00	PAYSON	PS	2.00	WINKELMAN	WM	2.00
FLORENCE	FL	2.00	PIMA	PM	2.00	WINSLOW	WS	10.00
FOUNTAIN HILLS	FH	2.00	PINETOP/LAKESIDE	PP	2.00	YOUNGTOWN	YT	10.00
FREDONIA	FD	10.00	PRESCOTT VALLEY	PL	2.00	YUMA	YM	2.00
GILA BEND	GI	2.00	QUARTZSITE	QZ	2.00			
GILBERT	GB	2.00	QUEEN CREEK	QC	2.00			
GLOBE	GL	2.00	SAFFORD	SF	2.00			
GOODYEAR	GY	5.00	SAHUARITA	SA	5.00			
GUADALUPE	GU	2.00	SAN LUIS	SU	2.00			

Indian Reservation (County)	CODE	Indian Reservation (County)	CODE
Ak-Chin (Pinal)	PNA	Pascua-Yaqui (Pima)	PMN
Cocopah (Yuma)	YMB	Salt River Pima-Maricopa (Mar.)	MAO
Colorado River (La Paz)	LAC	San Carlos Apache (Gila)	GLP
Fort McDowell-Yavapi (Mar.)	MAE	San Carlos Apache (Graham)	GRP
Fort Mojave (Mohave)	MOF	San Carlos Apache (Pinal)	PNP
Fort Yuma-Quechan (Yuma)	YMG	San Juan Southern Paiute	COQ
GilaRiver (Maricopa)	MAH	Tohono O'Odham (Maricopa)	MAT
GilaRiver (Pinal)	PNH	Tohono O'Odham (Pima)	PMT
Havasupai (Coconino)	COI	Tohono O'Odham (Pinal)	PNT
Hopi (Coconino)	COJ	Tonto Apache (Gila)	GLU
Hopi (Navajo)	NAJ	White Mtn Apache (Apache)	APD
Hualapai (Coconino)	COK	White Mtn Apache (Gila)	GLD
Hualapai (Mohave)	MOK	White Mtn Apache (Graham)	GRD
Kaibab-Paiute (Coconino)	COL	White Mtn Apache (Navajo)	NAD
Kaibab-Paiute (Mohave)	MOL	Yavapai Apache (Yavapai)	YAW
Navajo (Apache)	APM	Yavapai Prescott (Yavapai)	YAX
Navajo (Coconino)	COM		
Navajo (Navajo)	NAM		
Pascua-Yaqui (Maricopa)	MAN		

This Area For Agency Use Only

Sales	Withholding	NAICS code	Business code	PRG code
Cities				



City of Phoenix
 Finance Department
 Tel: 602-262-6785,
 press 4,1
 TTY: 602-534-5500

APPLICATION FOR SPECIAL EVENTS TEMPORARY PRIVILEGE (SALES) TAX LICENSE

ACCOUNT NO.

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PAT0711



LICENSE FEE \$25.00 - Nonrefundable fee **must** accompany application

This application must be filed and a license obtained to lawfully engage in business in the City of Phoenix. Incomplete applications may not be processed. The license is valid for 30 consecutive days beginning with the first day of taxable activity. Violators of this section shall be guilty of a misdemeanor per City Code 14-330.

Event Location		
Common Special Event Locations	Event Name	
<input type="checkbox"/> Arizona Fairgrounds/Coliseum 1826 W McDowell Rd, Phoenix, AZ 85007-1612	Event Date(s)	
<input type="checkbox"/> Phoenix Convention Center – 100 N. 3 rd St, Phoenix, AZ 85004 225 E Adams St, Phoenix, AZ 85004-2332	Event Location (if not listed)	
<input type="checkbox"/> US Airways Center (America West Arena) 201 E Jefferson St, Phoenix, AZ 85004-2412	City, State, Zip	
Business Information		
Business Name (Individual First name first, Company or "DBA")	Corporation Name (if different)	
In Care of (if applicable)	Phone (including Area Code)	
Mailing Address		
City, State, Country (if not US), Zip Code + 4		
E-mail Address	Federal ID#	AZ State License #
Business Type	<input type="checkbox"/> Retail <input type="checkbox"/> Food Vendor <input type="checkbox"/> Commercial Rental <input type="checkbox"/> Rental of TPP <input type="checkbox"/> Amusements (Rides & Games) <input type="checkbox"/> Other _____	
Describe Nature of Business		
Business Ownership		
Ownership Type	<input type="checkbox"/> Individual (husb/wife) <input type="checkbox"/> LLC <input type="checkbox"/> Corporation-State Inc _____ <input type="checkbox"/> Gen. Partnership <input type="checkbox"/> Ltd. Partnership <input type="checkbox"/> Other _____	
(1) Owner Name/Officer Name	Title	
Home Address		
City, State, Zip	Phone (including Area Code)	
(2) Owner Name/Officer Name (if applicable)	Title	
Home Address		
City, State, Zip	Phone (including Area Code)	

I certify that the statements made in this application are true and complete to the best of my knowledge and, that I am specifically authorized to complete this application. I acknowledge that I am required to report and pay all taxes due in a timely manner to the City of Phoenix.

FOR CITY USE ONLY BELOW

Signature	Date
Print Name	Title

**Organization of American Kodály Educators
38th Annual National Conference
March 15-17, 2012
Hyatt Regency Hotel
Phoenix, Arizona**

EXHIBITOR INFORMATION

Move-In Time Thursday, March 15th
8:00 - 3:30 pm

Move-Out Time Saturday, March 17th
1:30 – 4:00 pm

Exhibit Hours Thursday, March 15th
4:00 – 6:45 pm

Friday, March 16th
8:30 am – 5:30 pm

Saturday, March 17th
8:30 am – 2:00 pm

Exhibit Coordinator Leigh Ann Garner
publicity@oake.org

Decorator/Drayage Company Viper Tradeshow Services
Tim Meehan, Director of Sales
2575 Northwest Parkway
Elgin, IL 60124
Phone 847.426.3100
Fax 847.426.3111

Conference Hotel Hyatt Regency Phoenix
122 North Second Street
Phoenix, AZ 85004
Reservations 800.233.1234

Ask for OAKE Conference rates. Complete information can be found in the conference brochure at ww.OAKE.org
The deadline for reservations is February 6, 2012.



Organization of American Kodály Educators
OAKE National Conference
 March 15-17, 2012 - Phoenix, Arizona



Exhibitor Reservation Form

Please print information and return to:

OAKE National Office, 1612-29th Avenue South, Moorhead, MN 56560
 Phone: (218) 227-6253 Fax: (218) 227-6254
 Joan Dahlin, Administrative Director

Company/Institution _____

Representative _____ Title _____

Mailing Address _____ City _____ St _____ Zip _____

Phone: _____ FAX: _____ Email _____

Representatives Operating Exhibit: 1. _____

2. _____ 3. _____

Each basic exhibit booth will consist of the following: **10' X 10'** with 8' h pipe and fabric backing, 3' h pipe and fabric side rails, **one 8' draped table, a 7" X 44" booth identification sign, two side chairs and a waste basket.** Viper Tradeshow Services drayage company will be sending you an Exhibitor packet. Please contact them for additional requirements. **It is a prerequisite that all exhibitors have paid their Sustaining or Institutional membership dues before a booth number will be assigned.** Refunds will not be given for cancellations and OAKE reserves the right to resell any cancelled booth space. **DEADLINE for exhibits: November 1, 2011**

Exhibit Fees:

Extension:

_____ One booth furnished as described above	\$255	\$ _____
_____ Additional booth(s) – furnished as above	\$185	\$ _____
Preferred location (booth number - see floor plan) 1st	2nd	3rd
OAKE Sustaining Membership fee <i>(any firm, retailer, business or commercial venture)</i>	\$125	\$ _____
OAKE Institutional Membership fee <i>(schools, colleges, universities)</i>	\$ 75	\$ _____
Extra Exhibit Badges <i>(beyond three provided)</i>	\$ 25	\$ _____

Names: _____

TOTAL \$ _____ **

**Please make your checks payable to OAKE

Signature of Authorized Agent: _____

⇒ **We would like to donate the following door prizes** _____

OAKE accepts Visa, MasterCard, Discover, American Express

Card Number _____ Exp Date _____ CVV Code _____

Print Name on Card _____ Address of Cardholder (If different from address above _____

_____ City _____ ST _____ Zip _____

Signature _____ Total to Charge \$ _____



The Organization of American Kodály Educators
 2012 OAKE National Conference
 March 15-17, 2012
 Phoenix, Arizona
 Advertiser Reservation Form



Please print information and return to: OAKE National Office
 1612 - 29th Avenue South, Moorhead, MN 56560
 Phone: (218) 227-6253 Fax: (218) 227-6254
 Joan Dahlin, Administrative Director

Company/Institution _____
 Representative _____ Title _____
 Mailing Address _____ City _____ ST _____ Zip _____
 Phone _____ Fax _____ Email _____

DEADLINE for ad reservations and ad copy: January 6, 2012

Ad reservation form and check should be mailed to the National Office.
 Ad copy e-mailed to oakeoffice@oake.org in PDF format.

National Conference Program Book

_____ Full page, vertical (print area 7" x 10")	\$225	\$ _____
_____ Half Page, horizontal (print area 7" x 5")	\$165	\$ _____
_____ Quarter page, vertical (print area 3" x 5")	\$100	\$ _____

National Conference Choirs Program

_____ Full page, vertical (print area 5" x 8") inside front cover	\$300	\$ _____
_____ Full page, vertical (print area 5" x 8") inside back cover	\$300	\$ _____
_____ Full page, vertical (print area 5" x 8")	\$200	\$ _____
_____ Half page, horizontal (print area 5" x 3-7/8")	\$150	\$ _____
_____ Quarter page, vertical (print area 2-3/8" x 3-7/8")	\$ 90	\$ _____

TOTAL: \$ _____ **
 **Please make your checks payable to OAKE

OAKE accepts Visa, MasterCard, Discover, American Express

Card Number _____ Expiration Date _____
 Print Name on Card _____ CVV Security Code _____
 Address of Cardholder (If different from address above) _____
 City _____ State _____ Zip Code _____
 Signature _____ Total to Charge \$ _____

Signature of Authorized Agent _____

**The Hyatt Regency Phoenix Hotel – Official 2012 OAKE National Conference
Hotel Headquarters**

Make your reservations now to stay at the Hyatt Regency when you attend the 2012 OAKE National Conference in Phoenix, AZ. You will appreciate the convenience of staying in the same facility as the conference concerts, sessions and meetings AND you will help insure OAKE's financial stability.

In order to reserve meeting space in the Hyatt Regency, OAKE has contracted a block of sleeping rooms for our conference attendees, choir students, and families use. If this block is not filled, OAKE will sustain a substantial penalty (up to \$100,000). This would ultimately impact the fiscal health of OAKE and likely result in higher registration fees for future years.

Cut-off date for reservations is February 6, 2012. After this date, all unreserved - OAKE "block" rooms will be released to the public.

Call now, toll free, 1-800.233.1234, to reserve your room.

Or register online at www.oake.org/conferences