



INTERNATIONAL TROMBONE FESTIVAL 2019

EXHIBIT BOOKING FORM



INTERNATIONAL TROMBONE FESTIVAL

Company: _____

Contact Person: _____

Address: _____

City: _____

State: _____ **Zip/Postcode:** _____

Country: _____

Tel: _____

Fax: _____

Email: _____

Type: Sound Room Non-sound Room

1 First Exhibit 6-feet x 6-feet of space or table @ \$350

___ Additional 6-feet x 6-feet of space(s) or table(s) @ \$290

\$: _____ TOTAL PAYABLE

Preferred room with: _____

Please indicate if you will need tables, space, OR a combination of both: _____

I enclose a check made payable to **International Trombone Festival** in US Dollars

I wish to pay by Visa / MasterCard

Card Number: _____ **Expiration Date:** _____

Name on Card: _____ **CVC Code:** _____

We, the undersigned, do hereby make application for exhibit space for the ITF2018 to be held at The University of Iowa. We have read and agree to the General Information and Regulations for Exhibitors, which is part of this Contract.

Signed: _____ **Date:** _____

Please return this form with payment to:

Justin Cook, ITF2018 Festival Manager
University of Central Arkansas
Snow Fine Arts
201 Donaghey Ave Conway, AR 72035
Tel: (928) 853-3804 Fax:
jcook@trombonefestival.net

General Information and Regulations for Exhibitors

INVITATION TO EXHIBIT: Manufacturers of trombones and trombone related accessories, publishers, CD companies, and other related firms are invited to exhibit their products at the International Trombone Festival 2019 to be held at Ball State University in Muncie, IN July 10-13 2019.

FEES FOR EXHIBITING: Since each exhibitor is actually renting exhibit space (6-feet x 6-feet) by renting one or more tables (or additional space), the fees for exhibiting cannot be reduced for an exhibitor who brings his/her own tables. Fees are \$350 for the first 6-foot table and \$290 for each additional table. Sound producing rooms are for exhibits such as instrument and mouthpiece companies. Non-sound producing rooms are for exhibits that make no sound such as sheet music companies. We will not allow multiple exhibitors to “double up” on exhibit.

ASSIGNMENT OF EXHIBIT SPACES: The Festival Manager will assign the location of the exhibit spaces. Preference will be given to those exhibitors who return their contract first. The number of spaces may be limited, so early request is strongly urged. Table covers or other special display items are to be provided by the exhibitor.

EXHIBIT SCHEDULE: The official program schedule will include generous exhibit hours from 2:00–6:00 pm on July 10, 10:00–5:00 pm on July 11 and 12, and 10:00–2:00 on July 13. An attendant must be in charge of each exhibit during all exhibit hours.

EXHIBITOR BADGES: Exhibitors will be given 2 badges per table up to 4 badges total. If an exhibitor needs more than 4 badges, they can purchase them at the “Non-Trombonist Rate” of \$100 per badge.

INTERNET ACCESS: We are always at the mercy of the institution hosting us...if Internet is required for your exhibit to process payments, please be prepared to have an alternate way to process them.

SET-UP OF EXHIBITS: Because the exhibits are an integral part of the Festival, all exhibits must be set up in time for the official opening of the Exhibit Hall on Wednesday, July 10 at 2:00 pm, unless an exception has been negotiated with the Festival Manager. Exhibitors can begin setting up their exhibits July 10 starting at 8:00 am.

STORAGE: During the Festival, sufficient storage space will be provided in a convenient location for shipping cartons and packing materials. Some shipping cartons and packing materials may be stored under tables in the exhibit areas. Exhibitors must comply with all Ball State University, regional, and national fire safety laws.

CARE OF THE BUILDING: Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to the walls, floors, or any other parts of the building or furniture. Any charges in connection with the protection of the building, equipment, or furniture will be at the expense of the exhibitor.

LIABILITY AND INSURANCE: The International Trombone Festival, Ball State University, or any staff members will not be responsible for the safety of the property of the exhibitor from theft, damage by fire, accident, or other causes, but will use reasonable care to protect exhibitors from such loss and will secure the building during those periods when the exhibit area is not open to the public. No responsibility is assumed for goods delivered to the exhibit area prior to the Festival or for materials in the exhibit area after final closing of the exhibits.

SPECIAL SERVICES: It will not generally be possible for the organizers to arrange for exhibit attendants to be hired.

SHIPPING: If you intend to ship goods to/from Ball State University please contact the Festival Manager for information. Exhibitors are responsible for payment of all applicable import duties and sales taxes.

TAXES: Each exhibitor will be given the appropriate forms to use in reporting taxes that will be collected during the Festival. It is the responsibility of each exhibitor to report and pay those taxes.

DISMANTLING OF EXHIBITS: Exhibits will close at 2:00pm on Saturday, July 13. All exhibitors are expected to maintain their exhibit until that time unless an exception is negotiated with the Festival Manager. Exhibits must be dismantled, packed, and moved to the storage room July 13 by 10:00 pm. Return shipping of all products will be the responsibility of the exhibitor. All materials will need to be shipped out by 5:00 pm on Monday, July 15. Please make all of these necessary arrangements ahead of the Festival. Ball State University will not have anyone available to help with the shipping in any way.

REGULATIONS AND CONTRACT: These GENERAL INFORMATION AND REGULATIONS FOR EXHIBITORS become a part of the contract between the exhibitor and the International Trombone Festival. They have been formulated for the best interest of the exhibitors. We respectfully request full cooperation of exhibitors in their observance. All points not covered herein are subject to the decision of the Festival management. Any specific regulations pertaining to Ball State University will become part of the Contract.