

AGO National Convention, Chicago, July 2 - 6, 2006



Convention Headquarters
Chicago Marriott Downtown
540 N. Michigan Ave.
Chicago, Illinois 60611
Telephone (312) 836-0100

General Regulations for Exhibitors

Application For Exhibit Space

Applications for exhibit space will be made in writing on the Exhibitor Contract form. One form will be included in each exhibitor invitation packet. Exhibitor Contract forms will also be available on the ChicAGO 2006 National Convention website (AGOhq.org), which may be printed from that website and mailed to ChicAGO 2006, c/o John Snider, 502 Union St., Geneva, Illinois 60134-1370.

Payment

Payment must be made in United States currency. An Exhibitor Contract will be deemed complete only when **payment in full** has been made and the money has been duly processed.

Booths in the 7th Floor Grand Ballroom

Exhibit booths will be assigned on a first come, first served basis. No booth will be assigned without a completed Exhibitor Contract form and **payment in full**. Booth assignments, based on applicant's choice preference, will be made in the order of the date and time of the postmark on the submitted application envelope. Assignment of space is the sole responsibility of the Exhibits Committee, John Snider, Chair (E-mail: ago.2006.exhibits@voyager.net).

123 booths are available. Each booth will consist of one 8 ft. by 10 ft. pipe and drape booth, two (2) chairs, one (1) wastebasket, one (1) 6' draped table, and one (1) 7" by 44" one line exhibitor identification sign. Pricing for available configurations is as follows:

Single Booth \$780 Double Booth \$1,510 Triple Booth \$2,240 Quad Booth \$2,970 5-Booth \$3,725

NOTE: *Booth prices will be reduced 10% when booths are acquired along with a full priced demonstration room.*

Demonstration Rooms (6th Floor)

Demonstration rooms will be assigned on a first come, first served basis. No room will be assigned without a completed Exhibitor Contract form and a **\$1,600 deposit**. Room assignments, based on applicant's choice preference, will be made in the order of the date and time of the postmark on the submitted application envelope. Assignment of space is the sole responsibility of the Exhibits Committee, John Snider, Chair (E-mail: ago.2006.exhibits@voyager.net).

Demonstration rooms are available at the following rates:

Lincolnshire	1,061 Square Feet	\$3,475
Great America	1,002 Square Feet	\$3,282
Indiana + Iowa	1,254 Square Feet	\$4,107
Michigan + Mich. State	1,090 Square Feet	\$3,570
Northwestern + Ohio State	1,254 Square Feet	\$4,107
Purdue + Wisconsin	1,090 Square Feet	\$3,570
Illinois	527 Square Feet	\$1,726
Minnesota	527 Square Feet	\$1,726

Final balance will be due upon notification of demonstration room assignment.

Each demonstration room will include two (2) chairs and one (1) wastebasket. Signs placed in hallways close to the room will identify demonstration rooms.

Enclosure in Registration Packets

An option for organizations wishing to distribute literature to every person who registers for the convention is to have your flyer or brochure included in every person's registration packet. The fee for this service is \$260.00 per brochure or flyer. Send materials to ChicAGO 2006, c/o Association for Individual Development, 309 W. New Indian Trail, Aurora, IL 60506 **no later than May 15, 2006.**

Complimentary Registration and Program Book Advertising Discount

Each exhibitor renting a booth will receive one complimentary registration per booth. Each exhibitor renting a demonstration room will receive (2) complimentary registrations. Complimentary registrations do not include the convention transportation package. Each exhibitor renting a booth or demonstration room will be offered a ten percent (10%) discount on a full-page advertisement in the **2006 ChicAGO Convention Program Book**. Contact Shirley Grudzien, (E-mail: shirleygru@wideopenwest.com) for ad placement.

Set-Up

Exhibit Booth space and Demonstration Room set-up will be Saturday, July 1, 2006, 12:00 Noon to 10:00 PM and Sunday, July 2, 2006, 8:00 AM to 12:00 Noon.

NOTE: Organ or piano move-in using the hotel freight elevator will be on Saturday July 1 from 2 PM to 10 PM, ONLY.

Break-Down

Exhibit spaces and Demonstration rooms must be vacated by 12 Noon on Friday, July 7, 2006.

NOTE: Organ or piano move-out using the hotel freight elevator will be on Friday July 7 from 8 AM to 11 AM, ONLY.

Exhibit Hours

Sunday, July 2, 2006	1:00 PM to 6:00 PM	10:00 PM to Midnight
Monday, July 3, 2006	3:30 PM to 7:00 PM	
Tuesday, July 4, 2006	2:00 PM to 6:00 PM	10:00 PM to Midnight
Wednesday, July 5, 2006	1:00 PM to 6:00 PM	10:00 PM to Midnight
Thursday, July 6, 2006	1:00 PM to 6:00 PM	

The exhibits will close permanently at 6:00 PM on Thursday, July 6, 2006.

Day Passes

A limited number of day passes will be available to non-convention attendees at the Registration desk for a cost of \$25.00 per day.

Decorating Company

ChicAGO2006 has contracted with the very experienced GES Exposition Services to work with you during the convention. Details regarding a multitude of services available to you through GES and the Chicago Marriott Downtown Hotel will be sent to all participating exhibitors upon receipt of contract and payment.

Electrical Service

The Chicago Marriott Downtown Hotel is responsible for providing electrical services for Exhibit Booths and Demonstration Rooms. If your booth or demonstration room will require electrical service, please complete the enclosed Electrical Order Form and mail it to the address indicated on the back of the form.

Storage, Shipping and Equipment Moving

There is limited storage at the Chicago Marriott Downtown Hotel. Exhibitors needing storage prior to the convention should contact GES Exposition Services. Exhibitors will be permitted to move their own organ and piano equipment into their Exhibit and Demonstration spaces using their own personnel (**see notes about using hotel freight elevator during set-up and break-down periods**). Assistance from GES is available at a charge.

Security

Security will be provided by ChicAGO 2006 in cooperation with the Chicago Marriott Downtown Hotel. **Special badges must be obtained from the Exhibit Chairman for all set-up personnel on Saturday, July 1, 2006 and breakdown personnel on Friday, July 7, 2006 in order to gain access to the Grand Ballroom and the individual Demonstration Rooms.** Each exhibitor is solely responsible for his/her own exhibit materials and should insure against loss or damage. All property of an exhibitor is understood to remain in his/her care, custody, and control in transit to or from or within the confines of the exhibit area. To achieve necessary security, all exhibitors must close their exhibits promptly and vacate the exhibit areas at the closing times of each day. The cooperation of the exhibitors in this matter is crucial to controlled operation of exhibits.

Reading Sessions

Publishers electing to provide a reading session shall contact the Workshops Committee Chairperson as these events are the domain of this committee for this convention. Please contact Jerry Jelsema, Chair (E-mail: jrj5455@msn.com).

Sound

Soundproof demonstration rooms are available for those companies intending to demonstrate musical instruments. **There will be no audio demonstration of sound producing instruments in the Grand Ballroom. Sound producing equipment used at an exhibitor's booth in the Grand Ballroom must be equipped with earphones.** This rule will be enforced. Audio equipment, such as VCR's and CD players, which are a part of the exhibitor's presentation, may be used. Sound levels, in any case, must be kept to a reasonable minimum as determined by the Exhibits Committee. Exhibitors will comply with the requests of the Exhibits Committee to limit the volume of sound. Please be considerate of your fellow exhibitors.

Food

Except for personal consumption, all food and beverage must be provided by the Chicago Marriott Downtown Hotel. Arrangements for special food and beverage requirements can be made through the Housing Committee, Lillian Hohmann, Chair (E-mail: lilhohmann@sbcglobal.net).

Illinois State Sales Taxes

You are required by law to be licensed for Illinois State Sales Tax collection (if applicable to your particular situation.) You may obtain the registration form online at www.revenue.state.il.us/taxforms/reg/reg1.pdf or by telephoning 1 (800) 732-8866 and requesting Illinois Business Registration Application form REG-1. The sales tax rate in Chicago is currently 8.75%.

Liability and Insurance

Neither the AGO (National and/or the Chicago Chapter), the Chicago Marriott Downtown Hotel, GES Decorating, nor any of their officers, agents, or representatives will be responsible for any injury, loss, or damages that may occur to the exhibitor or to any property from theft, damage by fire, accident, or any other causes whatsoever. The above parties will use reasonable care to protect the exhibitors from such loss. The exhibitor, upon signing the Exhibitor Contract, releases the aforementioned from any and all claims from such loss, damage, or injury. Exhibitors wishing to insure their goods must do so at their own expense.

Indemnifying Clause

Exhibitor agrees to protect, save, and keep the American Guild of Organists forever harmless from any damages or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the Chicago Marriott Downtown Hotel and the American Guild of Organists regarding the exhibition premises; and further, exhibitors shall protect, indemnify, save, and keep harmless the American Guild of Organists and Chicago Marriott Downtown Hotel against and from any and all loss, cost, damage, liability, or expenses arising from or out of or by reason of any accident or other occurrence to anyone, including the exhibitor, its agents, employees, and business invites, which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.

Cancellations

Cancellations must be made in writing to the Exhibits Committee. If notification is received on or before April 1, 2006, all exhibit fees, less a service fee of \$75.00, will be refunded. Failure to occupy exhibit space does not release the exhibitor from the obligation to pay for full cost of any and all space rentals. In the event of flood, fire, strikes, riots, civil commotion, or other uncontrollable circumstances which would render the exhibit areas unfit or unavailable for use within ten days prior to the opening date of the exhibits, fifty percent (50%) of the money paid, less a non-refundable service fee of \$75.00, will be refunded.

Regulations and Contract

These General Regulations become part of the Exhibitor Contract. The Guild respectfully asks the full cooperation of the exhibitors in their observance for the greater good of all those exhibiting. Items not covered in these rules and regulations are subject to the decision of the Exhibits Committee, its Chair, or the Convention Coordinator.

The Exhibitor Contract shall be governed by and construed in accordance with the Laws of the State of Illinois and the city of Chicago, and all action for enforcement, construction, modification, termination, or otherwise shall be filed in the courts thereof.