**Sample Documents for Exhibits/Exhibitors**

***(note: the dollar amounts published in this document are samples;***

***your budget needs likely will require higher fees)***

**20\_\_ AGO National Convention**

**Information and Regulations for Exhibitors**

**Application/Contract for Exhibit Space**

Applications/contracts for exhibit space will be made online only at www.???

**Payment**

Payment must be made online in United States currency using **credit card** (American Express, MasterCard, VISA, Discover).

An Exhibitor Contract will be deemed complete only when an authorized agent of the company submits a single application, **payment in full** via credit cardismade and duly processed and **AGO 20\_\_ National Convention** expressly accepts the application via formal confirmation.

**Exhibit Booths**

Exhibit booths will be provisionally assigned on a first-come, first-served basis upon receipt of online order and electronic payment. No booth will be assigned without a completed exhibitor contract form and completed electronic payment.

Each 10' x 10' booth receives 8' high white back drape, 3' high white side drape, one (1) 6' x 30" white skirted table, two (2) scoop chairs, one (1) wastebasket with liner, and a 7" x 44" one-line booth ID sign. The exhibit area is carpeted.By order of the Fire Marshal, **NOTHING MAY BE ATTACHED TO THIS DRAPE. PLEASE NOTE: THERE ARE NO SUBSTITUTIONS ALLOWED.**

**Regular Booth Fee Schedule**

Single regular booth $850

Each additional regular booth $765

A limited number of premium; i.e., prime location, booths are available for an additional charge. Premium booths in the Exhibit Hall are booth numbers **???**

**Premium Booth Fee Schedule**

Single premium booth $950

Each additional premium booth $855

Each additional regular booth $765

**Basic Table set-up**

New literature display tables are very visible tables placed ???. The tables will have two chairs and a table covering. **They will be in an un-secured area and will not receive a complimentary registration.**

One 6’ table $100

**Demonstration Rooms**

Two Demonstration rooms will be assigned on a first-come, first-served basis.Room assignments, based on applicant’s choice preference, will be made in the order the online application and payment are received. Assignment of all space is the sole responsibility of the Exhibits Committee for the **AGO 20\_\_ National Convention**.

**Demonstration Room Fee Schedule**

Room A uncarpeted $3,000

Room B carpeted $3,000

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

**Complimentary Registration**

Each exhibitor renting a booth will receive ONE (1) complimentary registration per booth. Each exhibitor renting a demonstration room will receive TWO (2) complimentary registrations. We will provide a unique code for the online registration portal.

NOTE: Renting of a booth does NOT **register** the person or individual for the convention. Registration of individuals must be accomplished through www.??? beginning ???.

**Set-Up**

Exhibitors will have access to set up their exhibit booth spaces and demonstration rooms on ???, between ??:?? and ??:?? All exhibitor setups must be completed by ??:?? on ???, as exhibits will open at that time.

 **SHOW SCHEDULE**

**Exhibitor Move-in**

Day Date Time(s)

**Exhibit Hours**

Day Date Time(s)

Day Date Time(s)

Day Date Time(s)

Day Date Time(s)

 Day Date Time(s)

**Early Exhibitor Access**

The Exhibit Hall will open earlier per the following schedule for exhibitors who wish to schedule private demos and/or prep exhibit space:

Day Date Time

Day Date Time

Day Date Time

**Exhibitor Tear-Down/Move-Out**

Day Date Time

**The Exhibit Hall will close permanently at ??:?? on ???**

**Dismantle and Move-Out Information**

**All exhibitor materials must be removed from the exhibit facility by ???**

**Electrical & Internet Services**

Information about electrical and Internet service to exhibit booths and demonstration rooms will be available in the exhibitor services manual provided by (name of company), the Official Exhibits Service Contractor. Please note that the electrical and internet services are provided by (the hotel or vendor) and the electrical and Internet order forms should be sent to them, per the instruction on the order form.

**Shipping, Storage, and Equipment moving**

Information about shipping, storage, and equipment moving is available from (name of company), the Official Exhibits Service Contractor.

There is no free storage available to exhibitors at the (convention hotel/headquarters)).  Exhibitors needing storage prior to or during the convention should make arrangements with (Official Exhibits Service Contractor), who will handle all drayage and storage.

Exhibitors may be permitted to move their own materials (boxes, organs, pianos, etc.) with their own personnel and equipment (please review and adhere to policies or regulations regarding the use of Union labor; these are available from the Official Exhibits Service Contractor: See paragraph below).  If rental of dollies, push-carts, or lifts, or if Union labor is required, the Exhibitor must order these and schedule moving times. The main entrance of the (convention hotel/headquarters) may not be used for the transport of exhibit materials or other large equipment. Use of the (convention hotel/headquarters) loading dock will require scheduling in advance.  Contact the convention’s exhibits chairperson (name, email address, phone number[s]) to schedule all of these times and to allow for coordination with (Official Exhibits Service Contractor) and the (convention hotel/headquarters).

**Union Labor Information**

State or municipal laws or the (convention hotel/headquarters) may require Union labor for your exhibit installation and dismantling. If so, please carefully read the UNION RULES AND REGULATIONS in the exhibitor services manual provided by (Official Exhibit Services Contractor).

**Circulars and Solicitation/Care of Equipment**

Distribution of circulars and promotional materials are permitted only within the space contracted by the Exhibitor. No firm, organization or other sales representative not assigned space in the exhibit area is permitted to solicit business within the Exhibit area. Nothing shall be pasted on, tacked, nailed screwed or otherwise attached to columns, walls, floors, windows, doors or other parts of the building or furniture. Helium balloons may not be brought into the Exhibit hall.

**Security**

Security will be provided in cooperation with the (convention hotel/headquarters). 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.

**Sound**

Demonstration rooms are available for those companies intending to demonstrate sound-producing musical instruments. **Any sound producing equipment used at an exhibitor’s booth must be equipped with earphones.** This rule will be enforced. Audio equipment, such as CD and DVD players, which are a part of the exhibitor’s presentation, may be used. In any case, sound levels 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. We ask that you please be considerate of your fellow exhibitors.

**Food**

Except for personal consumption, all food and beverage must be provided by the (convention hotel/headquarters). Arrangements for special food and beverage requirements in the Exhibits Area and Music Rooms can be made through exhibitor’s pre-established (convention hotel/headquarters) Room Service account.

**Indemnifying Clause**

Exhibitor agrees to protect, save, and keep the American Guild of Organists and any and all of its chapters 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 (convention hotel/headquarters) 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 the (convention hotel/headquarters) 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**

Cancellation of reserved booth(s) or demo room(s) by exhibitor(s) must be communicated in writing and delivered via FedEx or the U.S. Postal Service to **Exhibits Committee** at **AGO 20\_\_ National Convention, address**. An exhibitor who cancels in writing on or before **???**, will receive a full refund, less a non-refundable $100.00 service fee. An exhibitor who cancels in writing on or after **??? through ???**, will receive a 50% refund, less a non-refundable $100.00 service fee.

An exhibitor who cancels in writing on or after **???**, or an exhibitor who fails to occupy rented exhibit space will receive no refund at all, and forfeits all fees paid. Failure to occupy rented exhibit space does not release the exhibitor from the obligation to pay for the full cost of any and all space rentals. In the event of flood, hurricane, fire, strikes, riots, civil commotion, or other uncontrollable circumstances which would render the exhibit areas unfit or unavailable for use, exhibitors will receive a full refund, less a non-refundable $100.00 service fee.

**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/Commonwealth of ??? and the City of ???, and all action for enforcement, construction, modification, termination, or otherwise shall be filed in courts thereof.