2004 INTERNATIONAL TROMBONE FESTIVAL

General Information and Regulations for Exhibitors

1. INVITATION TO EXHIBIT

Manufacturers of trombones and trombone related accessories, publishers, record companies, and other related firms are invited to exhibit their products at the 2004 International Trombone Festival held at Ithaca College, Ithaca, New York, June 15 - 19 2004.

2. FEES FOR DISPLAY SPACE

A. The following display space choices are available:

1. Group Exhibition Room I (Sound Producing) - $265 for the first 6-foot table and $225 for each additional table. This group is for sound producing displays, such as instruments.

2, Group Exhibition Room II (Non-Sound Producing) - $265 for the first 6-foot table and $225 for each additional table. This group is for non-sound producing displays. Minimal playing is permitted here, such as trying out mutes, etc.

B. Since each exhibitor is actually renting exhibit space by renting one or more tables, the fees for display space cannot be reduced for an exhibitor who brings his/her own tables.

3. ASSIGNMENT OF DISPLAY SPACES

A. The location of spaces will be determined by the Exhibit Director, in consultation with the ITF Director. Preference may be given to those exhibitors who return their contract first. The number of spaces may be limited, so an early request is strongly urged.

B. Table covers or other special display items are to be provided by the exhibitor.

4. EXHIBIT SCHEDULE

A. The official program schedule will include generous exhibit hours from 10:00 am - 6:00 pm on Jume 16 - 18. June 19 hours will be 10:00 am - 2:00 pm. Lunch hour times will be determined based on the daily schedule.

B. An attendant must be in charge of each display during exhibit hours.

5. SET-UP OF DISPLAYS

Because exhibitions are an integral part of the Festival, all exhibits must be set-up in time for the official opening of exhibits on Wednesday, June 16 at 10:00 a.m. unless an exception has been negotiated with the Exhibit Director. Exhibitors can begin setting up their exhbits June 15, starting at 2:00 pm. **Exhibitors are invited to stay after setting up for an evening reception.**

6. STORAGE

During the Festival, sufficient storage space will be provided in a convenient location for cartons and packing materials. Some cartons or shipping/packing materials may be stored only under tables in the exhibit area. Exhibitors must comply with all school, local, regional, and national fire laws.

7. CARE OF THE BUILDING

Nothing shall be posted on, tacked, nailed, screwed or otherwise attached to walls, floors, or any other parts of the building or furniture. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the exhibitor.

8. LIABILITY AND INSURANCE

A. The International Trombone Festival, the Helsinki Conservatory, 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.

B. 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.

9. SPECIAL SERVICES

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

10. SHIPPING

A. You may ship products in advance to be stored in a locked room at the College. Please plan for shipments to arrive the morning of June 15. All products shipped in advance will be the responsibility of the exhibitor, although reasonable care will be taken to assure the security of goods received.

B. Identify packages as "**ITF EXHIBIT**" and send to:

Hal Reynolds
Ithaca College
James J. Whalen Center for Music
953 Danby Rd.
Ithaca, NY 14850

11. DISMANTLING OF EXHIBITS

Exhibits will close at 2:00 p.m. on June 19. All exhibitors are expected to maintain their exhibit until that time unless an exception is negotiated with the Exhibit Director. Exhibits must be dismantled, packed, and moved to the storage room by 4:00 p.m. Return shipping of all products will be the responsibility of the exhibitor. **All materials will need to be shipped out by 4:00 pm on Monday, June 21.** Please make all of these arrangements ahead of the Festival.

12. 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 the Ithaca College will become part of the Contract.

For questions, further information, etc., please contact:

Jon Bohls
1921 Kentwood
Carrollton, TX 75007
972-394-0374
bohlsj@comcast.net