

2005 INTERNATIONAL TROMBONE FESTIVAL

General Information and Regulations for Exhibitors

✍ 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 2005 International Trombone Festival to be held at Loyola University, New Orleans, Louisiana, May 25 – 28.

✍ FEES FOR EXHIBITING

The following exhibit space choices are available:

Sound producing rooms - \$295 for the first 6-foot table and \$250 for each additional table. These rooms are for exhibits such as instrument and mouthpiece companies.

Non-sound producing rooms - \$295 for the first 6-foot table and \$250 for each additional table. These rooms are for exhibits that make no sound, such as sheet music companies or that produce very minimal sound, such as mute companies.

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

✍ ASSIGNMENT OF EXHIBIT SPACES

The Exhibit Director 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 10:00 am – 6:00 pm on May 25 - 27. May 28 hours will be 10:00 am – 2:00 pm. **An hour for lunch will be scheduled into the daily schedule.**

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

✍ 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 exhibits on Wednesday, May 25 at 10:00 am unless an exception has been negotiated with the Exhibits Director. Exhibitors can begin setting up their exhibits May 24, starting at 2:00.

✍ 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 area. Exhibitors must comply with all 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. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the exhibitor.

✍ **LIABILITY AND INSURANCE**

The International Trombone Festival, Loyola 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**

Shipping details are currently being worked on. I will send you instructions on shipping when I send a copy of your signed contract back to you.

✍ **DISMANTLING OF EXHIBITS**

Exhibits will close at 2:00 pm on May 28. 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 pm. 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 Saturday, May 28.** Please make all of these arrangements ahead of the Festival.

✍ **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 Loyola University will become part of the Contract.

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

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