

General Information and Regulations for Exhibitors

1. Invitation to Exhibit

Manufacturers of trumpets, trumpet related accessories, publishers, record companies, and other related firms are invited to exhibit their products at the 36th Annual 2011 International Trumpet Guild Conference at the downtown Hilton Minneapolis, Minnesota from May 25 – May 28.

2. Fees for Display Space

A. In order to accommodate the various needs of each exhibitor, a choice of display space is available as follows:

1. Shared Space - \$385 for the first 6-foot table
2. Each additional table - \$200
3. Private/Semi-private Room (only 2 rooms available) – The total daily fee for the private/semi-private rooms is \$400 (one exhibitor), \$600 (two exhibitors), or \$750 (3 exhibitors), which includes one skirted 6-foot table per company. Additional tables are available for \$30 per day, per table.

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.

Each exhibit space consists of one six foot skirted table and two chairs. Two exhibitor badges will be included for the first table, and one for each additional table rented.

If your exhibit needs power please submit the Hilton 2009 Electrical Form. Despite the date, this is their current form and can be found in PDF format along with other exhibitor application forms at the following web address:

http://www.bemidjistate.edu/conferences/international_trumpet_guild/exhibitors/

3. Assignment of Display Spaces

The location of display spaces will be determined by the Exhibits Coordinator in consultation with the ITG Conference Host. The number of spaces may be limited, so early confirmation is strongly urged.

4. Exhibit Schedule

A. The official program schedule will include dedicated exhibit hours.

Display Hours

Wednesday	May 25	9:00 a.m. - 5:00 p.m.
Thursday	May 26	9:00 a.m. - 5:00 p.m.
Friday	May 27	9:00 a.m. - 5:00 p.m.
Saturday	May 28	9:00 a.m. - 2:00 p.m.

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 ITG Conference, all exhibits must be set-up in time for the official opening of exhibits on Wednesday, May 25 at 9:00 a.m. unless an exception has been negotiated with the Exhibits Coordinator. Exhibitors are welcome to set up their displays between 12:00 p.m. and 7:00 p.m. on Tuesday, May 24 or between 8:00 a.m. and 9:00 a.m. on Wednesday morning, May 25. Set-up times are subject to change.

6. Storage

Small amounts of cartons or shipping/packing materials may be stored under tables in the exhibit areas. Exhibitors must comply with all Hilton Hotel, local, state, and national fire laws.

7. Care of the Building and Equipment

Nothing shall be posted, tacked, nailed, screwed or otherwise attached to any part of the walls, floors, or any other part of the building or furniture. This, or any other act which interferes with the proper protection of these properties, shall be at the expense of the exhibitor. Exhibitors cannot use existing walls or ceilings for display purposes. Rear walls of each exhibit must be freestanding and no higher than six feet. Sidewalls of exhibits must be no higher than three feet high and should not interfere with the direct visibility of the adjoining exhibits.

8. Liability and Insurance

- A. The International Trumpet Guild, Hilton Hotel, 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 rooms 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 Conference or for materials in the exhibit area after closing of the exhibits.

9. Special Services

It will not generally be possible for the organizers to arrange for exhibit attendants to be hired. There will be a security presence in all exhibit areas during times the exhibit areas are closed to the public.

10. Shipping

- A. Please plan for any shipments to arrive between May 21 and May 24, 2010.
These dates are subject to change
- B. Identify packages as "ITG 2011 Exhibitor" Attn: (name of company)
The shipping address should read as follows:
Hilton Minneapolis
1001 Marquette Avenue South
Minneapolis, MN 55403-2440

11. Dismantling of Exhibits

Exhibits will close at 2:00 p.m. on May 28. All exhibitors are expected to maintain their exhibit until that time unless an exception is negotiated with the Exhibits Coordinator. Exhibits must be dismantled, packed and removed by 5:00pm. Return shipping of all products will be the responsibility of the exhibitor.

12. Regulations and Contract

These general information and regulations for exhibitors become a part of the contract between the exhibitor and the International Trumpet Guild 2011 Conference. 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 Conference Management and the ITG.

Any specific regulations pertaining to Hilton Hotel will become part of the Contract.

For further information contact:

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