



THE 43RD ANNUAL
INTERNATIONAL TRUMPET
GUILD CONFERENCE

itgconference.org

Invitation to Exhibit & Become a Sponsor

For the 43rd Annual ITG Conference

San Antonio, TX, May 29 - June 2, 2018

We welcome exhibitors and sponsors of all varieties: musical instrument companies, equipment providers, music venues, performing arts companies, publishers, recording companies, and other related firms to exhibit their products at the 43rd annual International Trumpet Guild Conference, held at the Hyatt Regency Riverwalk in San Antonio, Texas from May 29 – June 2, 2018. With recent conferences boasting an attendance of close to 1500 the 2018 Conference is the perfect opportunity to exhibit your product to your **target market – trumpet players and educators!**

Securing Exhibit Space

Requests for Exhibit Space should be sent to conf.exhibits@trumpetguild.org
A non-refundable deposit of 50% must be put down in order to secure your space. The full balance is due on February 15th, 2018. Full details and payment plans listed on the contract. No space will be held unless a fully completed and signed contract is received by conference director.

Exhibit Space Description & Details

Reserved Exhibit Spaces include:

- Set-up (Tuesday May 29) and dismantle (Saturday June 2) days
- General lighting
- Standard heating and/or air conditioning
- One 6' draped and skirted table with 2 chairs
- Wastebasket
- A Full listing in the Conference Program
- A Full listing in the Conference Website
- Two (2) personnel badges for the first table, and one (1) per additional paid table.
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*Outlets, Wireless Internet Connection, & Pipe & Drapery available for a fee.
Request info in advance, if desired.

Note: ITG will provide security for all unattended evening and early morning hours during regularly scheduled Exhibitor days.

Exhibitor Schedule

Wednesday: 9:00 A.M. – 5:00 P.M.

Thursday: 9:00 A.M. – 5:00 P.M.

Friday: 9:00 A.M. – 5:00 P.M.

Saturday: 9:00 A.M. – 2:00 P.M.

Exhibitor Load In will occur on Tuesday from 9 am – 6:30 pm. Note: No late set-up time will be accommodated.

Exhibitor Load Out will occur on Saturday afternoon from 2:00 pm – 5 pm.

Private & Semi-Private Spaces & Fees

Private rooms are limited. They will first be offered to our 2017 Diamond, Platinum, Gold, Silver, and Bronze Sponsors, as stated in the 2017 Sponsor packet. Additional rooms will be available on a first come, first serve basis. Because of high demand, full payment is required with the contract. 2018 Sponsors will receive priority booking for the 2019 private rooms at the Hyatt Regency in Miami.

Contract & Regulations

General information, including e-mail updates and regulations, for exhibitors become a part of the contract between the Exhibitor and the International Trumpet Guild. **We respectfully request full cooperation of exhibitors in their observance.** Any points not covered herein shall be addressed by the 2018 ITG Conference Staff. In addition, **exhibitors must comply with all Hyatt Regency, local, state, and national fire laws.**

Show Liability Insurance

Exhibitors agree to maintain such insurance that will fully protect the International Trumpet Guild Conference from any and all claims of any nature whatsoever, including claims under the Workers' Compensation Act, and for personal injury, including death, which may arise in connection with the installation, operation, or dismantling of the exhibitor's display. Exhibitor agrees to indemnify and hold harmless the ITG Conference for any such claims, irrespective of insurance coverages.

Exhibitor further acknowledges that insurance covering the exhibit and/or property against damage and business interruption losses are the sole responsibility of the exhibitor. Exhibitors wishing to insure their property must do so at their own expense. (Exhibitors are advised to add on the their insurance a portal-to-portal coverage protecting them against the loss/damage to their materials by fire, theft, accident, etc.) All exhibitors should have at least one attendant in their booth at all times, especially when exhibits are being moved in and out, to protect themselves against loss. No responsibility is assumed by the ITG Conference for goods delivered to the "exhibit areas", or for materials left in the "exhibit areas" at any time.

Exhibitors are required to have Certificates of Insurance available for inspection by the ITG Conference. Care should be taken to ensure that all insurance is valid in the city in which the ITG Conference is held.

Non Liability

It is expressly understood and agreed by each and every contracting exhibitor and his or her guests that neither the International Trumpet Guild Conference nor their employees nor their contractors shall be liable for loss or damage to the goods or properties of exhibitors.

On signing the Exhibit Space Rental Agreement, exhibitor releases and agrees to indemnify the ITG Conference, their coordinators, officers, members, sponsors, employees, and agents and hold them harmless from any suit or claim for property damage or personal injury (including punitive damages) by whomsoever sustained, including exhibitor and exhibitor's agents or employees on or about the exhibitor's display space or arising out of exhibitor's participation in the exhibition, expressly including such damage or injury resulting in any part from the negligence of one or more of the aforementioned indemnities.

The performance of this agreement by either party is subject to acts of God, war, government regulation, disaster, civil disorder, curtailment of transportation facilities, or other emergency over which neither party has control making it illegal or impossible to provide the facilities or to hold the function.

The Hyatt Regency San Antonio is not liable to the exhibitors for any damage to or for the loss or destruction of any exhibit or the property of the exhibitor by fire or other casualty covered by an extended coverage endorsement to a fire insurance policy, whether caused by negligence of the hall, its officers, agents, servants, employees or otherwise, all claims for any such loss or damage being expressly waived by the exhibitor who agrees to indemnify and hold the exhibit hall harmless for such claims.

Early Departure

For both liability and show quality reasons, exhibitors may not dismantle their display until the ITG Conference official closing exhibit hours. If an exhibitor dismantles early, said exhibitor ability to exhibit at future conferences will be at the Conference Director & ITG's discretion. Should extraordinary events occur requiring early departure from the Conference, the exhibitor must notify ITG's Conference Director onsite and make arrangement for such an occurrence.

Cancellation of Exhibition

ITG reserves the right to adjust table/booth assignments and/or change the floor plan without prior notice if ITG determines it is in the best interest of the conference. ITG will not be liable for any errors or omissions in the Show Program, attendee lists, web sites, or in any promotional materials. If the ITG Conference is canceled/terminated for any reason beyond the reasonable control of show management, including (without limitation) acts of God, war, strikes, labor disputes, civil disturbance, terrorism, epidemic, or any other comparable casualty or condition, ITG agrees to refund 50% of all fees previously paid by exhibitor. The remaining 50% shall cover a sharing of costs, expenses and commitments. Thereupon, this agreement shall be deemed canceled by mutual consent, and ITG shall be relieved from all responsibility thereunder. If exhibitor chooses to cancel his participation within forty-five (45) days of the conference, exhibitor's waive the right to any refund for all fees paid. Cancellation prior to the forty-five (45) days window will receive refund of all fees minus the 50% non-refundable deposit.

Shipping, Receiving & Storage

Shipping & Storage information is attached and based on the parameters established by the Hyatt Regency Riverwalk of San Antonio. Packages will be received at the FedEx office at the Hyatt Regency from 7:00am to 5:00pm Monday through Friday, and 10:00am – 3:00pm Saturday. Receiving phone (210) 227-4896, or email at usa5577@fedex.com

Any materials sent to the Hyatt Regency must be labeled as follows:

1. Complete Return Address

2. Address Package to Hotel as follows:

Hold For: Guest Name, Company Name, Guest Phone Number, ITG 2018

c/o Fedex Office at Hyatt Regency San Antonio

123 Losoya Street

San Antonio, TX 78205

Box ____ of ____

*Note: Guests and groups are provided with complimentary storage fee up to five (5) days prior to the conference.
Packages handling & delivery fees is outlined in attached form.*

Shared Sound & Non Sound Producing Exhibit Space Fees

Each company wanting to exhibit at the International Trumpet Guild will need to purchase at least one table (\$400) and submit a fully completed contract. We strongly recommend booking your space prior early, as we cannot hold or guarantee space unless a contract and payment is received.

No exhibitor applications will be accepted past February 15th, 2018.

Table sizes are 72" X 30" and comes with drape and skirt.

Outlets, and Wi-Fi (secured or non-secured) will be available at an extra cost from PSAV through the hotel directly and at the exhibitor's expense.

1st Exhibit Table: \$400 (Includes 2 full conference registrations)

Each additional Table: \$275 (1 full registration per additional table)

SPONSOR INFORMATION & BENEFITS

DIAMOND LEVEL: \$10,000+

Brand recognition as a Diamond Level Sponsor on printed and online conference material, including but not limited to the following:

- **PRE-SHOW ONE HOUR SHOWCASE** on Tuesday May 29th from 3:00 – 4:00 pm. This unique event will give you the opportunity to give attendees a preview of your merchandise before everyone else.
- **Back Cover Full-page color** advertisement in the Conference Program Book.
- Display of up to **Four (4) Banners** by the entrance of our performance venues and around the hotel. *Note: Location to be assigned by Conference Director. Banners, Stands, and Artwork to be provided by sponsoring company. ITG is not responsible to provide these banners.*
- Brand recognition as a Diamond Level Sponsor during live **Web Streaming** performances at the 2018 Conference.
- Company's logo on ITG Conference **promotional materials, advertisement, and conference signage throughout the year**, including but not limited to the Email Blast, Conference Poster and Youth Day Flyer, and advertisements in the ITG & Brass Herald Journals.
- Company's logo and hyperlink featured in a prominent location on the **ITG Conference Website**.
- **Verbal recognition** as a Diamond Sponsor by the ITG President during the opening session and at other pertinent times throughout the program.
- Up to **five (5)** additional complimentary registrations.

PLATINUM LEVEL: \$7,500+

Brand recognition as a Platinum Level Sponsor on printed and online conference material, including but not limited to the following:

- **Inside Front Full-page color** advertisement in the Conference Program Book.
- Display of up to **three (3) Banners** by the entrance of our performance venues and around the hotel. *Note: Location to be assigned by Conference Director. Banners, Stands, and Artwork to be provided by sponsoring company. ITG is not responsible to provide these banners.*
- Brand recognition as a Platinum Level Sponsor during live **Web Streaming** performances at the 2018 Conference.
- Company's logo on ITG Conference **promotional materials, advertisement, and conference signage throughout the year**, including but not limited to the Email Blast, Conference Poster and Youth Day Flyer, and advertisements in the ITG & Brass Herald Journals.
- Company's logo and hyperlink featured in a prominent location on the **ITG Conference Website**.
- **Verbal recognition** as a Platinum Sponsor by the ITG President during the opening session and at other pertinent times throughout the program.
- Up to **four (4)** additional complimentary registrations

GOLD LEVEL: \$5,000+

Brand recognition as a Gold Level Sponsor on printed and online conference material, including but not limited to the following:

- **Inside Back Cover Full Color Page** advertisement located in the front of the Conference Program Book.
- Display of up to **two (2) Banner** by the entrance of our performance venues and around the hotel.
Note: Location to be assigned by Conference Director. Banners, Stands, and Artwork to be provided by sponsoring company. ITG is not responsible to provide these banners.
- Brand recognition as a Gold Level Sponsor during live **Web Streaming** performances at the 2018 Conference.
- Company's logo on ITG Conference **promotional materials, advertisement, and conference signage throughout the year**, including but not limited to the Email Blast, Conference Poster and Youth Day Flyer, and advertisements in the ITG & Brass Herald Journals.
- Company's logo and hyperlink featured in a prominent location on the **ITG Conference Website**.
- **Verbal recognition** as a Gold Sponsor by the ITG President during the opening session and at other pertinent times throughout the program.
- Up to **three (3)** additional complimentary registrations.

SILVER LEVEL: \$3,000+

Brand recognition as a Silver Level Sponsor on printed and online conference material, including but not limited to the following:

- **Full-page color** advertisement located in the Conference Program Book.
- Display of up to **one (1) Banner** by the entrance of our performance venues.
Note: Location to be assigned by Conference Director. Banners, Stands, and Artwork to be provided by sponsoring company. ITG is not responsible to provide these banners.
- Brand recognition as a Silver Level Sponsor during live **Web Streaming** performances at the 2018 Conference.
- Company's logo on ITG Conference **promotional materials, advertisement, and conference signage throughout the year**, including but not limited to the Email Blast, Conference Poster and Youth Day Flyer, and advertisements in the ITG & Brass Herald Journals.
- Company's logo and hyperlink featured in a prominent location on the **ITG Conference Website**.
- **Verbal recognition** as a Silver Sponsor by the ITG President during the opening session and at other pertinent times throughout the program.
- Up to **two (2)** additional complimentary registrations.

BRONZE LEVEL: \$2,000+

Brand recognition as a Bronze Level Sponsor on printed and online conference material, including but not limited to the following:

- **Full-page black & white** advertisement in the Conference Program Book.
- Brand recognition as a Bronze Level Sponsor during live **Web Streaming** performances at the 2018 Conference.
- Company's logo on ITG Conference **promotional materials, advertisement, and conference signage throughout the year**, including but not limited to the Email Blast, Conference Poster and Youth Day Flyer, and advertisements in the ITG & Brass Herald Journals.
- Company's logo and hyperlink featured in a prominent location on the **ITG Conference Website**.
- **Verbal recognition** as a Bronze Sponsor by the ITG President during the opening session and at other pertinent times throughout the program.
- **One (1) additional complimentary registration.**

TARGETED SPONSORSHIP OPPORTUNITIES

BADGE HOLDER & LANYARD SPONSOR: \$3,000

- **Full page color** advertisement in the Conference Program Book.
- Your **company logo** will solely appear on the official conference lanyard and badge holder
- Company's logo on ITG Conference **promotional materials, advertisement, and conference signage throughout the year**, including but not limited to the Conference Program Book, Email Blast, Conference Poster and Youth Day Flyer, and advertisements in the ITG & Brass Herald Journals.
- Company's logo and hyperlink featured in a prominent location on the **ITG Conference Website**.
- **Verbal recognition** as a Lanyard Sponsor by the ITG President during the opening session and at other pertinent times throughout the program.

T-SHIRT SPONSOR: \$3,000

- **Full page color** advertisement in the Conference Program Book.
- Your **company logo** will solely appear on the official conference t-shirts for sale to conference attendees as well as on the volunteer t-shirts.
- Company's logo on ITG Conference **promotional materials, advertisement, and conference signage throughout the year**, including but not limited to the Conference Program Book, Email Blast, Conference Poster and Youth Day Flyer, and advertisements in the ITG & Brass Herald Journals.
- Company's logo and hyperlink featured in a prominent location on the **ITG Conference Website**.
- **Verbal recognition** as a Lanyard Sponsor by the ITG President during the opening session and at other pertinent times throughout the program.

TOTE BAG PROMOTING SPONSOR: \$3,000

- **Full page black & white** advertisement in the Conference Program Book.
- **Your company logo** will solely appear on the official conference tote bag handed out at the registration desk for the **2018 Conference** and **throughout the year** at other events to promote the **2019 Conference**.
- **Company's logo on ITG Conference promotional materials, advertisement, and conference signage throughout the year**, including but not limited to the Conference Program Book, Email Blast, Conference Poster and Youth Day Flyer, and advertisements in the ITG & Brass Herald Journals.
- **Company's logo and hyperlink** featured in a prominent location on the **ITG Conference Website**.
- **Verbal recognition** as a Lanyard Sponsor by the ITG President during the opening session and at other pertinent times throughout the program.

EVENT & RECEPTION SPONSORSHIP

OPENING NIGHT RECEPTION: \$1,000 (Up to 5 Companies)

Following the first evening concert, the Opening Night Reception is the official kick-off party of the annual ITG Conference. Open to all and offering complimentary hors d'oeuvres, the Opening Night Reception is the ideal place to connect with colleagues and friends and heighten brand exposure from the very first day of the conference.

- **Half-page black & white per company** advertisement in the Conference Program Book.
- Display of **Two (2) Banners** by the entrance of our reception venue (event specific).
Note: Location to be assigned by Conference Director. Banners, Stands, and Artwork to be provided by sponsoring company. ITG is not responsible to provide these banners.
- **Company's logo** on ITG Conference Program Book.
- **Company's logo and hyperlink** featured in a prominent location on the **ITG Conference Website**.

COLLEGE MEET & GREET: \$2,500

The College Meet & Greet event attracts over 150 college students attending the conference for the full-week. Ideal promotional opportunity to engage with the future of our business during the 2018 Conference.

- **Full-page black & white** advertisement in the Conference Program Book.
- Display of **Two (2) Banners** by the entrance of our reception venue (event specific).
Note: Location to be assigned by Conference Director. Banners, Stands, and Artwork to be provided by sponsoring company. ITG is not responsible to provide these banners.
- **Company's logo** on ITG Conference Program Book.
- **Company's logo and hyperlink** featured in a prominent location on the **ITG Conference Website**.
- **Welcome message** at the event.

YOUTH DAY EVENT SPONSORSHIP: \$500 (Up to 10 Companies)

Targeted to youths aged 19 and under, Youth Day is a day dedicated to our young players. Workshops, master classes, and performances are all designed with the young performer in mind.

- **Company's logo** on ITG Youth Day Flyer mailed to public schools
- Display of **Two (2) Banners** by the entrance of our reception venue.
Note: Location to be assigned by Conference Director. Banners, Stands, and Artwork to be provided by sponsoring company. ITG is not responsible to provide these banners.
- **Company's logo** on ITG Conference Program Book.
- Company's logo and hyperlink featured in a prominent location on the **ITG Conference Website**.

NON-PRO & COMEBACK PLAYERS MEET & GREET: \$500 (Up to 5 Companies)

- Display of **Two (2) Banners** by the entrance of our reception venue.
Note: Location to be assigned by Conference Director. Banners, Stands, and Artwork to be provided by sponsoring company. ITG is not responsible to provide these banners.
- **Company's logo** on ITG Conference Program Book.
- Company's logo and hyperlink featured in a prominent location on the **ITG Conference Website**.

SPONSOR GUIDELINES FOR ITG'S BRANDING USE

Partnerships between conference exhibitors and ITG are encouraged. Anyone wishing to use the trademarked ITG name or logo in the promotion of their business should send a request setting out their planned use to the president, president@trumpetguild.org. Such use should include promotion of your involvement with the annual conference and also help to promote ITG. An official copy of our logo and usage guidelines will be emailed. Before production, a proof of the ad or product using the ITG logo should be sent to Michael Anderson at website@trumpetguild.org for approval.

ADVERTISING INFORMATION & SPECS

ADVERTISING FEES:

1 Full Page Color Ad	\$600
1 Full Page B&W Ad	\$500
½ Page Color Ad	\$350
½ Page B&W Ad	\$300
¼ Page Color Ad – Vertical	\$250
¼ Page B&W Ad – Vertical	\$200

ADVERTISING SIZE OPTIONS

Full Page: (Front and Back Inside Color)	5.625" wide x 8.75" tall (That size includes bleed)
Full Page: (Color or B/W)	5.625" wide x 8.75" tall (That size includes bleed)
Half Page: (Color or B/W)	4.75" wide x 3.75" tall (No bleed needed)
Quarter Page: (Color or B/W)	2.25" wide x 3.75" tall (No bleed needed)

All files should be saved as CMYK.

Please submit files as High Quality PDFs to ads@trumpetguild.org.

Compress to 300dpi.

Outline all type and include Bleed.

Do not include crop marks or any other printers marks.

Specs subject to change based on size of program

For questions or more information about advertising in the ITG Conference Program, please contact our Advertising Manager Jodi Graham Wood directly.

Email: ads@trumpetguild.org

Phone: (251) 533-0845