



THE 43RD ANNUAL
INTERNATIONAL TRUMPET
GUILD CONFERENCE

itgconference.org

EXHIBITOR & SPONSOR CONTRACT 2018

We, the undersigned, ho hereby make application to exhibit at the 43rd ITG Conference to be held at the Hyatt Regency Riverwalk of San Antonio, May 29 - June 2, 2018. We understand that in signing this contract we agree to adhere to all of the ITG & ITG Conference Exhibitor Terms.

COMPANY GENERAL INFORMATION

Company Name: _____

Company as it should appear in the program: _____

Name and position of contact person: _____

Address: _____

Phone: + ____ (____) _____ Fax: + ____ (____) _____

Email: _____ Website: www. _____

PRIVATE EXHIBIT DISPLAY & FEE INFORMATION

**2018 PRIVATE ROOMS
ARE SOLD-OUT**

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 to December 31st, as we cannot hold or guarantee space unless 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)

I would like to be in _____ **Sound** Producing Room I would like to be in _____ **Non-Sound** Producing Room

Please note that no trumpet playing of any kind will be allowed in the Non-Sounds Producing Rooms

Special Request: _____

We will do our best to take these in consideration, however, not all requests will be able to be accommodated.

First Table: \$400 _____ Additional \$275 tables: X _____

Total number of tables: _____

Total due for tables in shared exhibit space: \$ _____ (see below for payment options)

CONFERENCE SCHOLARSHIP SPONSOR

As a thank you to our exhibitors and to encourage scholarships, ITG offers the opportunity to provide a \$250 student scholarship to attend the ITG conference for only \$200. Students are chosen by audition and award will be presented during the closing President's Award Banquet where you will receive special recognition as well as being listed on our conference program book. Please consider providing a unique opportunity for a student to attend the 2018 ITG Conference in San Antonio, TX.

Name of Scholarship: _____

Number of Scholarship: _____ X \$200 = \$ _____

EXHIBITOR BADGE NAMES

Please list the names of individuals for your exhibitor badges below. These should be for your working staff only.
Final list need to be received no later than May 1st, 2018.

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

BREAK-DOWN OF FEES

Conference Sponsorship: \$ _____ Name of Sponsorship: _____
(Diamond, Platinum, Gold, Silver, Bronze, Tote Bag, Events & Receptions)

Shared Space Total: \$ _____ (see page 2)

Conference Scholarship: \$ _____ (\$200 each)

Additional Vendor Badges: \$ _____ (\$150 each)

TOTAL DUE: \$ _____

PAYMENT PLAN

Pay Full Payment (100%) Now: _____

Pay Down-Payment (50%) Now: _____ (non-refundable)

If paying 50%, please provide the remaining balance under the following plan:

Remaining 50% on February 15th, 2018: _____

Remaining 50% on following date, prior to February 15th, 2018: _____

25% on October 1, 2017 & 25% on February 15th, 2018: _____

*Note: If you are using our payment plan, late payments will be assessed a 10% late fee.
Please select best plan which will fit your company the best.*

CONTRACT TERMS

A **Non-refundable 50% deposit** due with the contract in order to hold your space and/or sponsorship.
Private and Semi-Private rooms need to be paid in full at time of booking without exceptions.

Balance due: See payment plan choices on page 2 of contract

We would like to mindfully request that all additional vendor badges be only purchased for your working staff. It is very difficult for the conference to keep prices affordable for vendors if attendees and artists not performing or presenting who are represented by a company receive discounted badges. Please help us keep the prices affordable.

I _____, understand and will respect the terms for conference badges.

Signature: _____

PAYMENT INFORMATION

All pricing are in U.S. Dollars and payment must be received in such currency.

Checks must be made out to:
International Trumpet Guild

Please mail checks to:

International Trumpet Guild, PO Box 2688, Davenport, IA 52809-2688

Fax: +1 (413) 403-8899

Email: treasurer@trumpetguild.org

If paying with Credit Card

Circle One: **Check** **Visa** **MasterCard** **American Express**

Card Number: _____

Exp. Date: _____ CVN: _____

Card Holder Name: _____

Card Holder Signature: _____

I authorize ITG to charge any remaining balances according to payment plan. _____

The signature below indicates that you have read and understand the conditions outlined in this document and agree to the payment terms outlined above.

Exhibitor Signature: _____

Title: _____ **Date:** _____