

# INTERNATIONAL TRUMPET GUILD EXHIBITOR & SPONSOR CONTRACT 2019

*Contracts will be accepted until we reach full capacity.*

## COMPANY GENERAL INFORMATION

*We, the undersigned, make the application to exhibit at the 44th ITG Conference to be held at the Hyatt Regency of Miami, July 9 - July 13, 2019. We understand that in signing this contract we agree to adhere to all of the ITG Conference Exhibitor Terms.*

Company Name: \_\_\_\_\_

Company as it should appear in the program: \_\_\_\_\_

Name and position of contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: + \_\_\_\_ ( \_\_\_\_ ) \_\_\_\_\_ Fax: + \_\_\_\_ ( \_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_ Website: www. \_\_\_\_\_

## SHARED SOUND EXHIBIT SPACE & FEES

*ITG will not hold or guarantee any space unless a contract and payment is received.*

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.

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

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

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

**Each additional Table: \$200 (NO Additional Registration)**

*If you select this option and later choose to add registrations, these will be available at the regular \$150 rate/badge.*

I would like to be in \_\_\_\_ **Sound** Producing Room      I would like to be in \_\_\_\_ **Quieter Area**

**Please note that quieter area will still have sound present.**

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 \_\_\_\_\_ Additional \$200 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 Festival of Trumpets Concert 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 2019 ITG Conference in Miami, FL.

Name of Scholarship: \_\_\_\_\_

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

## EXHIBITOR BADGE NAMES

Conference Assistant Director will be contacting you throughout the year to collect names for your exhibit space. These badges should be for your working staff only, and final list must be submitted no later than June 1st, 2019.

## CONTRACT SUMMARY

Conference Sponsorship: \$ \_\_\_\_\_ Name of Sponsorship: \_\_\_\_\_  
(Diamond, Platinum, Gold, Silver, Bronze, Shirts, Tote Bags, Coasters, Events & Receptions)

Semi or Private Room: \$ \_\_\_\_\_ Room Name: \_\_\_\_\_

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

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

Additional Vendor Badges: \$ \_\_\_\_\_ (\$150 each) Additional badge request will be reviewed by conference director and treasurer prior to approval.

**TOTAL DUE:** \$ \_\_\_\_\_

**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. Information about shipping will be sent to all exhibitors as soon as it becomes available. All expenses incurred from shipping or cartage are the responsibility of the company submitting this contract. ITG is not responsible for any of the extra charges incurred.**

## 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.**

## 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 April 1st, 2019: \_\_\_\_\_

25% on December 1, 2018 & 25% on April 1st, 2019: \_\_\_\_\_

*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. and initial next to it.*

### **Refund policy**

50% of contract amount is non-refundable. No refunds on remaining balance for cancellations after June 1st.

**Balance due: See payment plan choices on page 3 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 conference prices affordable.*

### **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:** \_\_\_\_\_

## **PAYMENT INFORMATION**

**All pricing is 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

Tel: +1 (563) 676-2435 & Fax: +1 (413) 403-8899

Email: [treasurer@trumpetguild.org](mailto:treasurer@trumpetguild.org)

**PayPal or Bank Transfer**

For more information, please contact ITG Treasurer Dixie Burress