

INTERNATIONAL TRUMPET GUILD EXHIBITOR & SPONSOR CONTRACT 2020

We, the undersigned, make the application to exhibit at the 45th ITG Conference to be held at the Hyatt Regency of Columbus (OH), May 26 - May 30, 2020.

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. _____

PRIVATE EXHIBIT DISPLAY & FEE INFORMATION

I would like to be in _____ a **Private Room** I will be sharing a **Private Room** with _____

If you are planning to share a private room, each company will need to complete a separate contract, however the number of tables & badges is per room and not per company. Please indicate the exact amount each firm is paying.

2020 Private Rooms Information:

Clark:	900 Sq. Ft.	\$2,500	SOLD	Includes: 3 Tables & 3 Badges
Champaign:	990 Sq. Ft.	\$2,750	SOLD	Includes: 4 Tables & 4 Badges
Grant:	1,020 Sq. Ft.	\$2,900	SOLD	Includes: 4 Tables & 4 Badges
Harding:	1,020 Sq. Ft.	\$2,900	SOLD	Includes: 4 Tables & 4 Badges
Fayette:	1,110 Sq. Ft.	\$3,000	SOLD	Includes: 5 Tables & 5 Badges
Garfield:	1,200 Sq. Ft.	\$3,250	_____	Includes: 5 Tables & 5 Badges
Madison:	1,260 Sq. Ft.	\$3,350	_____	Includes: 6 Tables & 6 Badges
Marion:	1,260 Sq. Ft.	\$3,350	_____	Includes: 6 Tables & 6 Badges
Knox:	1,290 Sq. Ft.	\$3,500	_____	Includes: 6 Tables & 6 Badges
Harrison:	2,049 Sq. Ft.	\$4,000	SOLD	Includes: 8 Tables & 8 Badges
Fairfield:	2,478 Sq. Ft.	\$4,500	SOLD	Includes: 8 Tables & 8 Badges

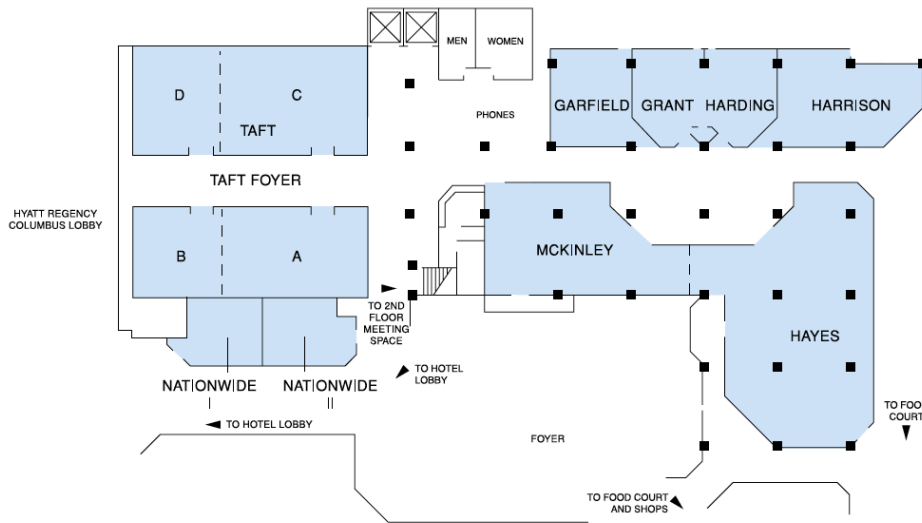
Note: Additional tables are available for \$80 each, and additional exhibitor registration will be available for \$160 per person.

Please remember that this option is available for staff working your exhibit only.

If sharing, indicate the amount you are paying: \$ _____ Name of Company Paying: _____

HYATT REGENCY COLUMBUS FLOOR PLAN

MEETING ROOMS FIRST FLOOR



Private Space

Garfield - 1,200 Sq. Ft.
 Grant - 1,020 Sq. Ft.
 Harding - 1,020 Sq. Ft.
 Harrison - 2,049 Sq. Ft.

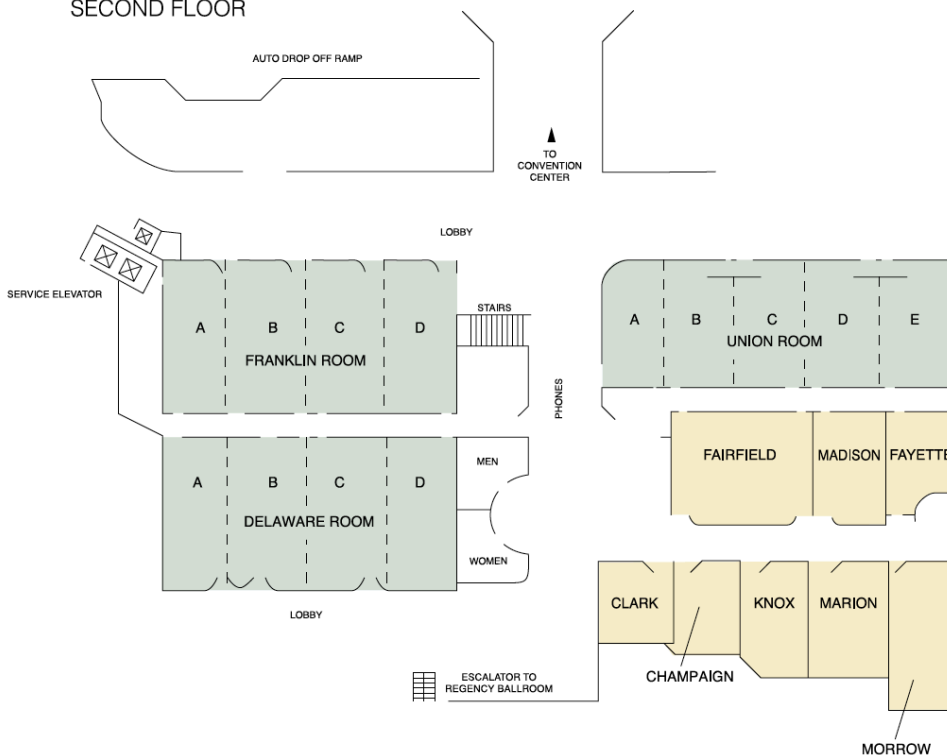
Shared Space

McKinley - 3,328 Sq. Ft.
 Hayes - 5,709 Sq. Ft.

Event Space

Taft A/B
 Taft C/D

MEETING ROOMS SECOND FLOOR



Private Space

Fairfield - 2,478 Sq. Ft.
 Madison - 1,260 Sq. Ft.
 Fayette - 1,110 Sq. Ft.
 Clark - 900 Sq. Ft.
 Champaign - 990 Sq. Ft.
 Knox - 1,290 Sq. Ft.
 Marion - 1,260 Sq. Ft.

Shared Space

Delaware - 5,936 Sq. Ft.
 Franklin - 6,496 Sq. Ft.

Event Space

Union
 Morrow

SHARED EXHIBIT DISPLAY & FEE INFORMATION

I would like to be in _____ Louder Area

I would like to be in _____ a Quieter Area

While we offer the option to be located in a quieter area of the shared exhibit area, please understand that there will be noise regardless as we can not guarantee a full quiet space and recommend you bring ear plugs to help manage the sound volume in all shared exhibit space.

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. No Space will be guaranteed until contract and payment is received.

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

1st Exhibit Table: \$400 Per Company - Includes 2 full registrations

Additional Tables With Registration: \$275 Per Company - 1 full registration per table

Additional Tables Without Registration: \$200*

* *If you select this option and later choose to add additional badges, they will be available at the regular \$160 rate per badge. Limited option based on number of tables.*

Special Request: _____

We will do our best to take these in consideration, however, we can not guarantee your 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 2020 ITG Conference in Columbus, OH.

The Scholarship Competition is now complete and judging has been finalized.

Name of Scholarship: _____

Number of Scholarships: N/A X \$200 = \$ _____ Please consider this opportunity for the 2021 Conference

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 roster must be submitted no later than May 1st, 2020.

CONTRACT SUMMARY

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

Semi or Private Room: \$ _____

Shared Space Total: \$ _____ (see page 12)

Conference Scholarship: \$ XXXXXXXXXX (see page 12)

Additional Vendor Badges: \$ _____

Discount: \$ _____ (see page 5-6 for Sponsor/Private Room Combination)

TOTAL DUE: \$ _____

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, 2020: _____

25% on December 1, 2019 & 25% on April 1st, 2020: _____

*Note: If you are using our payment plan, late payments will be assessed a 10% late fee.
Please initial the plan you are choosing.*

Refund policy

50% of contract amount is non-refundable. No refunds on remaining balance for cancellations after April 15th.

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.

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

PayPal or Bank Transfer

For more information, please contact ITG Treasurer Dixie Burress

If paying with Credit Card

Circle One: **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: _____