



# Invitation to Exhibit & Become a Sponsor

## For the 46th Annual ITG Conference

San Antonio, TX, May 31 - June 4, 2022

We welcome exhibitors and sponsors of all varieties: musical instrument companies, equipment sellers, music venues, performing arts companies, publishers, recording companies, and other related firms to exhibit their products at the 46<sup>th</sup> annual International Trumpet Guild Conference, to be held at the Hyatt Regency Riverwalk in San Antonio, Texas from May 31 – June 4, 2022. Recent conferences boasted 1000-1500 attendees. As we return to live events, the 2022 Conference is the perfect opportunity to showcase 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](mailto:conf.exhibits@trumpetguild.org)

A non-refundable deposit of 50% is required to secure your space. The full balance is due on or before March 1, 2022. 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:

- Full listing in the conference program.
- Company name on the conference website with a link to your website when we receive your deposit.
- Virtual exhibit page on conference app.
- Exhibitor badges according to number tables purchased on contract.
- Set-up (Tuesday May 31) and dismantle (Saturday June 4) days
- General lighting
- Standard heating and/or air conditioning
- One 6' draped and skirted table with 2 chairs

\*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 in area of need.*

## Exhibits 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.

**Load In** will occur on Tuesday from 8 am – 6:30 pm. Note: No late set-up time will be accommodated.

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

## Private & Shared-Private Spaces & Fees

Private rooms are limited. They will first be offered to our 2021 virtual conference sponsors. Additional rooms will be available on a first come, first serve basis. Because of high demand, full payment is required with the contract. 2022 Sponsors will receive priority booking for the 2023 private rooms at the Hyatt Regency in Minneapolis.

## 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 2022 ITG Conference Staff. In addition, **exhibitors must comply with all Hyatt Regency, local, state, and national fire laws.**

## Early Departure

For both liability and show quality reasons, exhibitors may not dismantle their display until the ITG Conference official end of exhibit hours. If an exhibitor dismantles early, said exhibitor's 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 Exhibit Contract

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 shall retain up to 50% of the contract price to cover expenses. The balance of fees paid will be refunded. 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 start, exhibitors waive the right to any refund for all fees paid. For cancellations received prior to the forty-five (45) days, said exhibitor will be refunded amounts received in excess of 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](mailto:usa5577@fedex.com)

See attached Fedex document for more information.

*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 (\$375) 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 after February 15th, 2022.**

Tables measure 72" X 30" and come with a 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: \$375 (Includes 2 full conference registrations)**

**Additional Tables with Badge: \$275ea (1 full registration per table)**

**Additional Table Without Badge: \$225ea (NO Additional Registration)**

## Texas Sales Tax Permit Requirements

All individuals, partnerships, corporations, or other legal business entity engaged in business in Texas is required to obtain a sales & use tax permit. Application can be done via the email below. There is no fee for the permit. ITG is not responsible for any sales tax due to the State of Texas by exhibitors.

**<https://comptroller.texas.gov/taxes/permit/>**

# 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:**

- **Company's logo** and hyperlink featured on main page of the **ITG Conference Website**.
- **Rotating banner** on ITG Conference Web & Mobile App.
- **Video** (up to 45 minutes long) showcased on the virtual event schedule ITG Conference Web & Mobile App. (Video to be provided via YouTube or Vimeo link).
- **Back Cover Full-page color** advertisement in the Conference Program Book.
- Company's logo on ITG Conference **promotional materials, advertisement, and conference signage throughout the year**, including but not limited to the Email Blasts, Youth Day Flyer, and advertisements in the ITG Journals.
- **Verbal recognition** as a Diamond Sponsor by the ITG President during the opening session and at other pertinent times throughout the program.
- 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.*
- 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:**

- **Company's logo** and hyperlink featured on main page of the **ITG Conference Website**.
- **Rotating banner** on ITG Conference Web & Mobile App.
- **Video** (up to 30 minutes long) showcased on the virtual event schedule ITG Conference Web & Mobile App. (Video to be provided via YouTube or Vimeo link).
- **Inside Front Cover Full-page color** advertisement in the Conference Program Book.
- Company's logo on ITG Conference **promotional materials, advertisement, and conference signage throughout the year**, including but not limited to the Email Blasts, Youth Day Flyer, and advertisements in the ITG Journals.
- **Verbal recognition** as a Platinum Sponsor by the ITG President during the opening session and at other pertinent times throughout the program.
- 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.*
- 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:**

- **Company's logo** and hyperlink featured on main page of the **ITG Conference Website**.
- **Rotating banner** on ITG Conference Web & Mobile App.
- **Video** (up to 15 minutes long) showcased on the virtual event schedule ITG Conference Web & Mobile App. (Video to be provided via YouTube or Vimeo link).
- **Inside Back Cover Full-page color** advertisement in the Conference Program Book.
- Company's logo on ITG Conference **promotional materials, advertisement, and conference signage throughout the year**, including but not limited to the Email Blasts, Youth Day Flyer, and advertisements in the ITG Journals.
- **Verbal recognition** as a Gold Sponsor by the ITG President during the opening session and at other pertinent times throughout the program.
- Display of up to **Two (2) 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.*
- Up to **Three (3)** additional complimentary registrations.

## **SILVER LEVEL: \$3,500+**

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

- **Company's logo** and hyperlink featured on main page of the **ITG Conference Website**.
- **Rotating banner** on ITG Conference Web & Mobile App.
- **Full-page color** advertisement in the Conference Program Book.
- Company's logo on ITG Conference **promotional materials, advertisement, and conference signage throughout the year**, including but not limited to the Email Blasts, Youth Day Flyer, and advertisements in the ITG Journals.
- **Verbal recognition** as a Silver Sponsor by the ITG President during the opening session and at other pertinent times throughout the program.
- Display of up to **One (1) 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.*
- Up to **Two (2)** additional complimentary registrations.

## **BRONZE LEVEL: \$2,500+**

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

- **Company's logo** and hyperlink featured on main page of the **ITG Conference Website**.
- **Rotating banner** on ITG Conference Web & Mobile App.
- **Half-page** color advertisement in the Conference Program Book.
- Company's logo on ITG Conference **promotional materials, advertisement, and conference signage throughout the year**, including but not limited to the Email Blasts, Youth Day Flyer, and advertisements in the ITG Journals.
- **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 registrations.

## **TARGETED SPONSORSHIP OPPORTUNITIES**

### **BADGE HOLDER & LANYARD SPONSOR: \$2,800**

- **Company's logo** and hyperlink featured on main page of the **ITG Conference Website**.
- **Rotating banner** on ITG Conference Web & Mobile App.
- **Half-page** color advertisement in the Conference Program Book.
- Company's logo on ITG Conference **promotional materials, advertisement, and conference signage throughout the year**, including but not limited to the Email Blasts, Youth Day Flyer, and advertisements in the ITG Journals.
- **Verbal recognition** as a Sponsor by the ITG President during the opening session and at other pertinent times throughout the program.

### **T-SHIRT SPONSOR: \$2,800**

- **Company's logo** will solely appear on the official conference t-shirt for sale to everyone as well as on the volunteer t-shirts.
- **Company's logo** and hyperlink featured on main page of the **ITG Conference Website**.
- **Rotating banner** on ITG Conference Web & Mobile App.
- **Half-page** color advertisement in the Conference Program Book.
- Company's logo on ITG Conference **promotional materials, advertisement, and conference signage throughout the year**, including but not limited to the Email Blasts, Youth Day Flyer, and advertisements in the ITG Journals.
- **Verbal recognition** as a Sponsor by the ITG President during the opening session and at other pertinent times throughout the program.

## TOTE BAG SPONSOR: \$2,600

- **Company's logo** will solely appear on the official conference tote bag
- **Company's logo** and hyperlink featured on main page of the **ITG Conference Website**.
- **Rotating banner** on ITG Conference Web & Mobile App.
- **Half-page** color advertisement in the Conference Program Book.
- Company's logo on ITG Conference **promotional materials, advertisement, and conference signage throughout the year**, including but not limited to the Email Blasts, Youth Day Flyer, and advertisements in the ITG Journals.
- **Verbal recognition** as a Sponsor by the ITG President during the opening session and at other pertinent times throughout the program.

## EVENT & RECEPTION SPONSORSHIP

### ATTENDEES RECEPTION: \$TBD – 1 Company

Reception following one of the evening concerts. This event would be open to all and would offer complimentary hors d'oeuvres, and a cash bar. This reception is the ideal place to connect with colleagues and friends and heighten brand exposure with everyone attending. Cost to be determined between company and conference director.

- 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 on main page of the **ITG Conference Website**.
- **Rotating banner** on ITG Conference Web & Mobile App.
- **Full-page** color advertisement in the Conference Program Book.
- Company's logo on ITG Conference **promotional materials, advertisement, and conference signage throughout the year**, including but not limited to the Email Blasts, Youth Day Flyer, and advertisements in the ITG Journals.
- **Verbal recognition** as a Sponsor by the ITG President during the opening session and at other pertinent times throughout the program.

### STUDENT MEET & GREET: Multiple Opportunities (minimum payment of \$500 required to participate)

The College Meet & Greet event attracts over 250 college students attending the conference for the full-week. Ideal promotional opportunity to engage with the future of our business during the 2022 Conference.

- **Company's logo** on ITG Conference Program Book.
- **Company's logo** and hyperlink featured on main page of the **ITG Conference Website**.
- **Rotating banner** on ITG Conference Web & Mobile App.
- Display of **One (1) 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.*

# YOUTH DAY EVENT SPONSORSHIP: Multiple Opportunities

## \$250/per company

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
- Opportunity to **Interact during Student Meet & Greet Reception**
- Display of **One (1) Banner** 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/per company (Up to 5 Companies)

- Opportunity to **Interact during Non-pro & Comeback Players Meet & Greet Reception**
- **Company's listing** on all communication from NP Committee to attendees.
- Display of **One (1) Banner** 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](mailto: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](mailto:website@trumpetguild.org) for approval.



# ADVERTISING INFORMATION & SPECS

## ADVERTISING FEES FOR NON-SPONSORS:

1 Full Page Color Ad	\$550
½ Page Color Ad	\$300
¼ Page Color Ad – Vertical	\$200

## ADVERTISING SIZE OPTIONS

<b>Full Page:</b> (Front and Back Inside Color)	5.625” wide x 8.75” tall (Dimensions includes bleed)
<b>Full Page:</b> (Color)	5.625” wide x 8.75” tall (Dimensions includes bleed)
<b>Half Page:</b> (Color)	4.75” wide x 3.75” tall (No bleed needed)
<b>Quarter Page:</b> (Color)	2.25” wide x 3.75” tall (No bleed needed)

## ADVERTISING DEADLINE

**Ads should be received no later than March 1<sup>st</sup>, 2022**

All files should be saved as CMYK.

Please submit files as High Quality PDFs to [ads@trumpetguild.org](mailto: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](mailto:ads@trumpetguild.org)*

*Phone: (251) 533-0845*