

1. **Invitation to Exhibit**
Manufacturers of trumpets and their related accessories, publishers, record companies, and other related firms are invited to exhibit their products at the 2010 Rocky Mountain Trumpet Festival at the Metro State College, Denver, CO.
2. **Donation for Display Space**
 - A. In order to accommodate the various needs of each exhibitor, display space is available as follows:
 - 8' Tables:**
 - First 8' Table \$125 includes 2 exhibit badges
 - Additional 8' table \$60 ea. includes exhibit badge
 - B. Since each exhibitor is actually renting space by renting one or more tables, the fee for displays cannot be reduced for an exhibitor who provides his/her own tables or does not need tables.
3. **Assignment of Display Spaces**
 - A. The location of exhibit spaces will be in The King Center. The 2010 Rocky Mountain Trumpet Festival Exhibits Coordinator in consultation with the 2010 Rocky Mountain Trumpet Festival Host will determine exact table location. Preference will be given to those exhibitors who return the contract first.
 - B. Table covering or other special display items are to be provided by the exhibitor.
4. **Exhibit Schedule**
The official program schedule will include the following display/exhibit hours:

Friday	October 29:	09:00 am – 5:00 pm
Saturday	October 30:	09:00 am – 5:00 pm
5. **Set-up of Displays**
All exhibits must be set-up in time for the official opening of exhibits on Friday, October 29 at 09:00 am unless an exception has been negotiated with the Exhibits Coordinator. Exhibitors are welcome to **set up their displays between 08:00 - 9:00 am on Friday, October 29**. If more time is needed, please contact the exhibits coordinator.
6. **Storage**
During the conference sufficient storage space will be provided in a convenient location for cartons and packing materials. Some cartons or shipping/packing materials may be stored only under tables in the exhibit areas. Exhibitors must comply with all school, local, regional, and national fire laws.
7. **Care of Building and Equipment**
Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to any part of the walls, floors, or any other part of the building or furniture. This, or any other act which interferes with the proper protection of these properties, shall be at the expense of the exhibitor.
8. **Liability and Insurance**
 - A. The 2010 Rocky Mountain Trumpet Festival, the Metro State College, or any staff members will not be responsible for the safety of the property of the exhibitor from theft, damage by fire, accident, or other causes, but will use reasonable care to protect exhibitors from such loss and will secure the building during those periods when exhibit area is not open to the public.
 - B. No responsibility is assumed for goods delivered to the exhibit area prior to the conference or materials in the exhibit area after closing of the exhibits.
9. **Special Services**
It will not generally be possible for the organizers to arrange for exhibit attendants to be hired.
10. **Shipping**
 - A. You may ship products in advance to be stored in a locked room at the King Center. Please plan for shipments to arrive Thursday, October 29, 2010. All products shipped in advance will be the responsibility of the exhibitor, although reasonable care will be taken to assure the security of goods received.
 - B. Identify packages as "RMTF Exhibit" and send to:
 - C. Department of Music,
Metropolitan State College of Denver
1201 5th Street
Denver, CO 80204
Attn: RMTF Exhibit Coordinator
11. **Dismantling of Exhibits**
Exhibits will close at 5:00 pm on Saturday, October 30. All exhibitors are expected to maintain their exhibits until that time unless an early dismantle has been negotiated with the 2010 Rocky Mountain Trumpet Festival Exhibits Coordinator. Exhibits must be dismantled, packed and moved to the storage room by 7:00 pm Saturday, October 30, 2010. Return shipping of all products will be the responsibility of the exhibitor. Material can be stored for Monday pick-up, but will need to be shipped out by 4:00 pm on Monday, November 1, 2010.
12. **Regulations and Contract**
These general information and regulations for exhibitors become a part of the contract between the exhibitor and the 2010 Rocky Mountain Trumpet Festival. They have been formulated for the best interest of the exhibitor. We respectfully request full cooperation of the exhibitor in their observance. All points not covered herein are subject to the decision of the Institute Management and the 2010 Rocky Mountain Trumpet Festival.
Any specific regulations pertaining to the Metro State College will become part of the contract.

For further information contact:

David Stephens, Host and Exhibits Coordinator, 2010 Rocky Mountain Trumpet Festival, 303-618-7093 (mobile), dcstep@swbell.net

2010 Rocky Mountain Trumpet Festival

Exhibit & Advertising Contract

We, the undersigned, do hereby make application to exhibit at the 2010 Rocky Mountain Trumpet Festival to be held at the Metro State College, Denver, Colorado, Friday, October 29 – Saturday, October 30, 2010. We have read and agree with the **General Information and Regulations for Exhibitors**, which are part of this contract.

General Information

Company _____ Website _____

Badge Name(s) _____

Contact person _____ Phone _____ Fax _____

Address _____

Email address(es) _____

Donation Information (your gift includes)

\$ 125 __ First table (eight feet)

\$ 60 __ Additional tables each (eight feet)

\$ 125 __ Advertisement full page each (5.5" w x 8" h) **2010 RMTF booklet color full page.**

\$ 75 __ Advertisement half page each (5.5" w x 4" h) **2010 RMTF booklet color half page.**

\$ 60 __ Advertisement quarter page each (2.75" w x 4" h) **2010 RMTF booklet color quarter page.**

\$ **TOTAL**

Email ad(s) formatted as an image file. (PDF, JPG, TIFF, BMP) min. 300 dpi to bill@rockymountaintrumperfest.org.

(Signature of company representative) DATE _____

(RMTF representative) DATE _____

Please return original signed contract plus payment to:

Rocky Mountain Trumpet Festival
Bill Spickler/RMTF 2010 Exhibits
5743 Yank St.
Arvada, CO 80002

Fax (call first – same number) 303-526-7214

Method of Payment:

Remit all checks (U.S. Bank) or money orders in U.S. dollars payable to: **Rocky Mountain Trumpet Festival**

CHECK ___ MONEY ORDER ___ Sorry, we're not able to accept credit cards directly.

PAYPAL ___ (secure online donation link at www.RockyMountainTrumpetFest.org)

To be included in the Rocky Mountain Trumpet Festival program booklet reply by September 15, 2010.