

2008 Rocky Mt. Trumpet Fest Exhibit & Advertising Contract

We, the undersigned, do hereby make application to exhibit at the 2008 Rocky Mt. Trumpet Fest to be held at the University of Northern Colorado, 501 20th Street, Greeley, CO 80639-0186, October 31 - November 2, 2008. We have read and agree with the **General Information & Regulations for Exhibitors**, which are part of this contract. Advertisements returned before October 15th, 2008 will appear in approximately 200-300 2008 Rocky Mt. Trumpet Fest Program Guides.

General Information

Company: _____ Website: _____

Exhibit Badge Name(s): _____ Table relief wanted (if available): Yes ___ No ___

Contact person: _____ Phone: _____ Fax: _____

Address: _____

Email address(es): _____

Donation Information (your gift includes)

\$ 120 ___ **First table (6 or 8 feet)** [SELECT ONE] Sound ___ Non-Sound ___
\$ 40 ___ Add a table (6 or 8 feet) - Will you need help unloading/loading (if available): Yes ___ No ___
\$ 125 ___ Advertisement **full page** each (5"w x 7.5"h) **2008 RMTF booklet color full page.**
\$ 75 ___ Advertisement **half page** each (5"w x 4"h) **2008 RMTF booklet color half page.**
\$ 50 ___ Advertisement **quarter page** each (2.5"w x 4"h) **2008 RMTF booklet color quarter page.**
\$ **TOTAL**

Email ad(s) formatted as an **image** file. (PDF, JPG, TIFF, BMP) min. **300 dpi** to ExhibitorsWin@comcast.net.

(Signature of company representative) **DATE** _____

(RMTF representative) **DATE** _____

Please return original signed contract plus payment to:

**Rocky Mt. Trumpet Fest
5743 Yank St.,
Arvada, CO 80002
Attn: 2008 Exhibit Coordinator**

Method of Payment:

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

CREDIT CARD ___ CHECK ___ MONEY ORDER ___

(Secure online donation link at www.RockyMountainTrumpetFest.org)

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 2008 Rocky Mt. Trumpet Fest at the University of Northern Colorado, October 31 – November 2, 2008.
 2. **Donation for Display Space**
A. In order to accommodate the various needs of each exhibitor, display space is available as follows:
6' or 8' Tables:
First 6' or 8' Table \$120 includes 2 exhibit badges
Additional 6' or 8' table \$40 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 Frasier Hall **63 and 26**. The 2008 Rocky Mt. Trumpet Fest exhibits coordinator in consultation with the 2008 Rocky Mt. Trumpet Fest Host will determine exact table location.
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:
Saturday November 01: 09:00 am – 5:00 pm
Sunday November 02: 09:00 am – 3:00 pm
 5. **Set-up of Displays**
All exhibits must be set-up in time for the official opening of exhibits on Saturday, November 01 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 Saturday, November 01**. If more time is needed, please contact the exhibits coordinator. **Load/unload zone on 9th Ave. / 17th.**
 6. **Storage**
During the festival sufficient storage space will be provided in a convenient location for cartons and packing materials. Some cartons or shipping/packing materials may be stored 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 2008 Rocky Mt. Trumpet Fest, the University of Northern Colorado, 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, however table relief personnel may be available upon request.
 10. **Shipping**
A. You may ship products in advance to be stored in a locked room at the university. Please plan for shipments to arrive Friday, October 31, 2008. 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: **University of Northern Colorado, Frasier Hall, Campus Box 28, 501 20th Street, Greeley, CO 80639-0186, Attention: ROB MURRAY.**
 11. **Dismantling of Exhibits**
Exhibits will close at 3:00 pm on November 02. All exhibitors are expected to maintain their exhibits until that time unless an early dismantle has been negotiated with the 2008 Rocky Mt. Trumpet Fest exhibits coordinator. Exhibits must be dismantled, packed and moved to the storage room by 8:00 pm Sunday, November 02, 2008. 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 03, 2008.
 12. **Regulations and Contract**
These General Information & Regulations for Exhibitors become a part of the contract between the exhibitor and the 2008 Rocky Mt. Trumpet Fest. 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 festival management and the 2008 Rocky Mt. Trumpet Fest.
Any specific regulations pertaining to the University of Northern Colorado will become part of the contract.
- For further information contact:**
Jennifer Hood, Exhibits Coordinator, 2008 Rocky Mt. Trumpet Fest, 303 877-1383, ExhibitorsWin@comcast.net
Bill Spickler, Rocky Mt. Trumpet Fest, 5743 Yank St., Arvada, CO 80002
www.RockyMountainTrumpetFest.org