

GENERAL INFORMATION AND REGULATIONS FOR EXHIBITORS
2009 RAFAEL MÉNDEZ BRASS INSTITUTE

1. Invitation to Exhibit

Manufacturers of brass instruments and their related accessories, publishers, record companies, and other related firms are invited to exhibit their products at the 2009 Rafael Méndez Brass Institute at the University of Denver Lamont School of Music, July 12-18, 2009.

2. Donation Gift for Display Space

A. In order to accommodate the various needs of each exhibitor, display space is available as follows:

6' Tables:

First 6' Table \$100 includes 1 exhibit badge (valid July 17 and 18)

Additional 6' table \$50 ea. includes exhibit badge (valid July 17 and 18)

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/tables will be determined by the 2009 Rafael Méndez Brass Institute Exhibits Coordinator in consultation with the 2009 Rafael Méndez Brass Institute Host. 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 July 17: 11:00 am – 5:00 pm

Saturday July 18: 10:00 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, July 17 at 11:00 pm unless an exception has been negotiated with the Exhibits Coordinator.

Exhibitors are welcome to set **up** their **displays between 07:00 am and 10:30 am on Friday, July 17**. 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 2009 Rafael Méndez Brass Institute, the University of Denver, 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 university. Please plan for shipments to arrive Monday, July 13, through Thursday, July 16, 2009. 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 "**RMBI Exhibit**" and send to:
University of Denver Lamont School of Music, 2344 East Iliff Avenue, Denver, CO 80208

11. Dismantling of Exhibits

Exhibits will close at 5:00 pm on July 18. All exhibitors are expected to maintain their exhibits until that time unless an early dismantle has been negotiated with the 2009 Rafael Méndez Brass Institute 2009 Exhibits Coordinator. Exhibits must be dismantled, packed and moved to the storage room by 8:00 pm Saturday, July 18, 2009. 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, July 20, 2009.

12. Regulations and Contract

These general information and regulations for exhibitors become a part of the contract between the exhibitor and the 2009 Rafael Méndez Brass Institute. 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 2009 Rafael Méndez Brass Institute.

Any specific regulations pertaining to the University of Denver will become part of the contract.

For further information contact:

Jennifer Hood, Exhibits Coordinator, Rafael Méndez Brass Institute, 303 877-1383, ExhibitorsWin@comcast.net

Alan Hood, Host, Rafael Méndez Brass Institute, University of Denver Lamont School of Music, 303-87-7590, Fax 303-871-3118, ahood@edu

2009 Rafael Méndez Brass Institute Exhibit & Advertising Contract

We, the undersigned, do hereby make application to exhibit at the 2009 Rafael Méndez Brass Institute to be held at the University of Denver Lamont School of Music, Denver, Colorado, July 12-18, 2009.

(Exhibit Dates July 17 and 18, 2009) 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)

___ First table (six feet) \$ 100
___ Additional tables (six feet each) \$ 50 ea.
___ Advertisement (4.875"w X 7.625"h) \$ 50 ea. 2009 RMBI booklet grayscale full page only.

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 _____

(RMBI Representative)

DATE _____

Please return original signed contract plus payment to:

**University of Denver Lamont School of Music
Alan Hood/RMBI 2009 Exhibits
2344 E. Iliff Avenue
Denver, CO 80208**

Fax (to the attention of Alan Hood) 303-871-3118

Method of Payment:

Remit all checks (U.S. Bank) or money orders in U.S. dollars payable to: **University of Denver/RMBI**

CHECK ___ MONEY ORDER ___

CREDIT CARD ___

To be included in the Rafael Méndez Brass Institute program booklet reply by June 15, 2009.